

ART STUDENTS LEAGUE OF DENVER

Request for Proposals for Summer Art Market Art Fair Event Management

The Art Students League of Denver (ASLD) is a not for profit community arts organization housed in the historic Sherman School, formerly a Denver Public Schools building located at 200 Grant Street in Central Denver.

We are currently seeking proposals for an event management team to assist us in the planning and implementation of our Summer Art Market, an annual art fair held in the neighborhood surrounding our building at 2nd and Grant Streets in Denver. The selected company will work closely with the ASLD staff and Board committee to implement a successful art market. For more information about Summer Art Market, please review our website:

<https://asld.org/show-details/summer-art-market>

Below is a list of the desired services:

Event Management

- Oversee all logistics of SAM including event infrastructure and production
- Hiring and oversight including Volunteer, Beverage and Production Management, and other event staff
- Carry insurance with ASLD as an additional insured, with general liability of up to \$1,000,000
- Coordinate traffic planning and street closure (including barricade order, street occupancy permit, and necessary planning meetings)
- Create and manage master calendar for event
- Determine signage needs and signage production in collaboration with ASLD staff and Committee
- Coordinate Neighborhood relations including RNO communication
- Coordinate parking options
- Design and manage set up, tear down, load-in and load-out of event site for all areas
- Design site layout to adhere to all health and safety regulations, including specific attendee entrances and exits to event site and ASLD building
- Coordinate the contract with event maintenance, security and janitorial duties
- Chalk site prior to set-up for tent and rental placement

Production Responsibilities

- Coordinate the contracts for all other rental equipment and suppliers including radios, sound, staging, tent, tables, chairs, port-o-potties, fencing, barricades, propane, waste, recycling, trash and power, ensuring are all equipment is properly used (only by those approved and insured) and stored, etc.
 - This includes coordination and facilitation of tent rentals for tents used by artists

Artist Relations

- Assist with artist applications

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- Act as on-site Artist Relations Manager for set-up, tear down and days of the event
- Assist with artist booth layouts which adhere to health & safety regulations

Volunteer Management

- Coordination of all phases of volunteer management (as needed): recruitment, scheduling, placement, training, on-site supervision

Food and other Vendor Management

- With ASLD Staff, determine food/snack needs and adhere to all health and safety regulations
- Planning and coordination with vendors
- Provide ongoing communication with potential and contracted vendors
- Managing all vendor paperwork including applications, acceptance & denial letters, contracts, licenses, permits, fees, meeting notes, etc.
- On-site supervision and management of food/snack vendors

Beverage Management

- Coordination and management of beverage booths
- Manage liquor and cabaret permits
- Determine beverage needs & on-site pricing, adhering to all health & safety regulations
- In collaboration with ASLD staff, assist in relationships with beer, wine, and non-alcoholic beverage company contacts
- Manage ice needs/orders
- Determine and update on-site cash management procedures, if needed
- Determine on-site inventory control systems
- Coordinate delivery and inventory systems for all products

Time Period for Services:

- Pre-planning: January—July, 2025
- Event Implementation: August 22-24, 2025 (set up Aug 22, event Aug 23 & 24)

To apply, please submit the following:

- A proposed budget, including management fee and a schedule of Additional Charges, as applicable
- Main Contact, and a list of other staff and roles to fulfill the responsibilities
- Company experience
- A list of customers

Those with questions please email R.basye@asld.org

Proposals are due to Rachel Basye, ASLD Executive Director, by 5pm on Friday, December 6, 2024, with selection to be made by Dec 15, and contract in place by Jan 1, 2025.