



Wendell K. Hughes, Mayor
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Request for Proposals: Tent and Stage Rentals for 2026 City Events

Date Posted: January 5th, 2026

Application Deadline: February 9th, 2026 by 4:00PM

Please send applications to:

Plattsburgh City Hall

Attn: Emma Stewart

41 City Hall Place

Plattsburgh, NY 12901

The City of Plattsburgh is seeking proposals from qualified vendors to provide tent and stage rentals for multiple City-hosted community events occurring throughout 2026. Services will include delivery, setup, breakdown, and pickup of equipment as outlined below.

A. Scope of Work

Vendors are invited to submit pricing and specifications for the following 2026 events:

1. Chill on the Hill

- Date: Saturday, February 21, 2026
- Location: Fox Hill Park, 21 South Platt Street, Plattsburgh, NY
- Equipment Needed:
 - One (1) 20' x 40' pole tent with side walls
 - One (1) heater suitable for outdoor tent use
 - One (1) generator to power the heater
- Setup Date: February 20, 2026
- Pickup Date: February 22, 2026

2. Fourth of July Celebration

- Date: Saturday, July 4, 2026
- Location: City Hall Place, Plattsburgh, NY
- Equipment Needed:
 - One (1) stage, 16' x 32', 1-2 feet high
 - One (1) tent to cover the stage
 - One (1) 20' x 20' pole tent (no side walls)

- Setup Date: July 3, 2026
- Pickup Date: July 5, 2026

3. Mayor's Cup Concert

- Date: July 11, 2026
- Location: Plattsburgh City Beach
- Equipment Needed:
 - One (1) 20' x 20' pole tent with solid side walls

- Setup Date: July 10, 2026
- Pickup Date: July 12, 2026

4. Lake City Arts Fest

- Date: August 22, 2026
- Location: Margaret Street, Downtown Plattsburgh, NY
- Equipment Needed:
 - One (1) 16' x 24' stage with tent covering stage
 - Tent must be secured with concrete blocks (no stakes)
 - Same-day delivery and pickup required

- Setup Date: August 22, 2026 (Morning)
- Pickup Date: August 22, 2026 (Evening)

B. Vendor Responsibilities

- Provide all labor, equipment, and materials necessary for setup and teardown.

- Ensure tents and stages meet applicable safety codes and are in good condition.
- Provide proof of insurance (general liability and worker's compensation).
- Coordinate setup times with City staff prior to each event.
- Provide a single point of contact for coordination and day-of communication.

C. Proposal Requirements

All proposals must include:

1. Company Information:

- Name, address, contact information, and years in business.

2. Pricing Breakdown:

- Itemized cost for each event and piece of equipment.
- Delivery, setup, and pickup fees (if separate).
- Optional equipment pricing (if applicable).

3. References:

- At least two (2) references from previous municipal or event clients.

D. Selection Criteria

Proposals will be evaluated based on:

- Total cost and clarity of pricing structure
- Equipment quality and availability
- Vendor experience and reliability
- Ability to meet setup and removal deadlines
- Responsiveness and communication

E. Additional Information

- The City of Plattsburgh reserves the right to reject any or all proposals.
- The City may award contracts for individual events or as a full package.
- Vendors are encouraged to visit sites upon request to assess logistics.

F. Submission Instructions

Proposals must be submitted via email or delivered in a sealed envelope clearly marked:

“RFP - Tent and Stage Rentals for 2026 City Events”

City of Plattsburgh, Attn: Emma Stewart

41 City Hall Place, Plattsburgh, NY 12901

Email submissions: stewarte@cityofplattsburgh-ny.gov

Deadline: February 5th, 2026 by 4:00PM