

**CITY OF WEST HOLLYWOOD
COMMUNITY SERVICES DEPARTMENT**

**REQUEST FOR PROPOSALS
EVENT PRODUCTION SERVICES
HALLOWEEN CARNAVAL IN WEST HOLLYWOOD**

The City of West Hollywood seeks qualified professionals to produce its annual Halloween Carnaval.

Halloween Carnaval in West Hollywood Overview:

For decades, the City of West Hollywood has been home to the largest outdoor Halloween celebration in the country, with attendees descending upon Santa Monica Boulevard in costume. Originating as an informal extension of festivities along Santa Monica Boulevard, the Carnaval spans over a mile, prompting street closures along the picturesque Route 66 (Santa Monica Boulevard) from Doheny Drive to La Cienega Boulevard. The Halloween Carnaval takes place annually on October 31st.

The Halloween Carnaval is free and open to the public, attracting thousands of guests.

The event's purpose is to support the activities of the City's businesses within the closure and provide an environment that can safely accommodate the increase of visitors to the City's businesses.

The City is seeking an event production firm to supply, build, monitor, and strike the physical infrastructure that will support the event's goals.

The City of West Hollywood now seeks a creative event production services team to implement a Halloween Carnaval that reflects the City's vision.

Instructions:

A copy of the RFP can be downloaded from the City's website at: www.weho.org/rfp
The RFP can also be downloaded by registering with the City's bid portal at the following URL:

<https://pbsystem.planetbids.com/portal/22761/bo/bo-detail/115848>

Questions and requests for clarification regarding this RFP must be submitted electronically by Wednesday, April 10, 2024, by 5:00 PM (PST). Therefore, Proposers are advised that any questions received after that date shall not be answered. Please do not solicit bid contact with questions/clarifications; use the online bidding portal stated above.

DEADLINE FOR PROPOSAL SUBMISSION: **Wednesday, April 24, 2024, by 5:00 PM (PST)**

All Submissions must be received electronically by the deadline. Electronic submissions received after the stated date and time will not be accepted or considered by the City.

The City reserves the right to reject any and all proposals and award the contract to the Contractor who best meets the requirements set forth in the Specifications.

BY ORDER OF the City of West Hollywood
Melissa Crowder, City Clerk

AFFIDAVIT OF POSTING

State of California)
County of Los Angeles)
City of West Hollywood)

I declare under penalty of perjury that I am employed by the City of West Hollywood in the Office of the City Clerk, and that this document was posted on:

Date: April 1, 2024
Signature: \\Alyssa T. Poblador\
Office of the City Clerk