



P.O. Box 23300
Honolulu, HI, 96823
(808) 369- 2000

April 8, 2024

Request for Proposals (RFP)
Event Rentals Vendor
Honolulu Pride 2024

The Hawai'i LGBT Legacy Foundation produces Honolulu Pride, hosts the LGBTQ+ Center Honolulu and creates educational programs that inform and empower Hawai'i's LGBTQIA+ community. We also provide financial and in-kind support to organizations addressing social, health and economic inequalities in our communities.

In line with our commitment to excellence, the Hawai'i LGBT Legacy Foundation is seeking an Event Rental vendor to partner with us for the upcoming Honolulu Pride 2024 event on October 19, 2024 at the Waikiki Shell. The selected vendor will play a pivotal role in ensuring the success of our event by providing comprehensive rental and set up services.

- Provision of high-quality tents and event setups for main stages and additional event areas.
- Rental capacity to accommodate a 6,000+ attendee event.
- Coordination of logistics for the seamless installation and timely removal of tents and rental items.
- Close collaboration with event organizers to grasp specific setup requirements.
- Assurance of an aesthetically pleasing and functional event setup.
- Provision of on-site support throughout the event, with a commitment to addressing any issues promptly.
- Swift troubleshooting and resolution of any setup-related issues that may arise.
- Working closely with our event organizers to fully understand and accommodate specific event requirements.
- Collaboration on the planning and execution of event setups to seamlessly align with event goals.
- Submission of a post-event summary detailing setup specifics, challenges faced, and recommendations for future improvements.

The chosen rental company must be available for the event date of October 19, 2024, with setup scheduled for October 17-18, 2024, and a hard completion deadline of October 18, 2024. Additionally, they must be capable of striking all rentals by October 20, 2024.



In terms of rentals, the company must be able to provide:

- (100) - 10x10 tents
- (3) - 20x20 tents
- (150) - 6 foot tables
- (400) - folding chairs
- (20) - Cocktail tables with linens
- (3) - Lounge Sets for VIP areas
- Event lighting, which includes 4,000 feet of cafe lighting
- Tent lighting
- 48x24 foot stage on risers with stairs
- Ample generators to power the entire event (excluding AV).

If the company does not personally possess all items required, they are responsible for outsourcing a vendor capable of supplementing all required needs and draft that in their proposal.

Moreover, the selected company must assign an onsite coordinator to be present for the entire duration of the event, ready to troubleshoot any issues that may arise on the day.

The company must also have a sufficiently large team to handle the setup and breakdown of all rentals efficiently.

Qualified vendors are invited to submit proposals outlining their experience, capabilities, and a detailed plan for meeting the tent and event rental requirements of Honolulu Pride 2024 by **May 8, 2024**. Proposals should include proposed pricing and relevant references.

The selection of the vendor will be based on overall qualifications, budget considerations, enthusiasm, and alignment with the values of our organization. We eagerly anticipate reviewing your proposals.

For further inquiries or information, please contact Honolulu Pride Chair, Zabrina Zablan-Duvauchelle, at Zabrina@hawaiilgbtlegacy.com.

Thank you for your interest in being a part of Honolulu Pride 2024. We look forward to a successful collaboration.