



**Request for Proposals for Providing VIP Catering  
for the 2018 Greater Binghamton Air show**

The Greater Binghamton Airport is soliciting proposals from interested parties for providing food and beverage catering for the VIP Chalet for the 2018 Greater Binghamton Air show. We are looking for quality catering at the best value for our venue. Interested organizations must show the ability to provide high quality concessions to meet the demands of sponsors, performers, and distinguished guests at this event. Quality and presentation of fare are paramount. An estimation of up to 450 guests may use these services.

The following items should be considered when submitting a quote to provide these services:

**This event will be held on Saturday June 23<sup>rd</sup>, 2018.**

The VIP Chalet will be available to attendees by invitation only from 11:00 AM through 4:00 PM on Saturday June 23<sup>rd</sup>. Vendor must be set up and ready no later than 10:30 AM.

- Cost per person attending the venue will not exceed \$17 per person
  - Service will be provided on-site at the Greater Binghamton Airshow. On-site preparation and serving is required.
1. Airshow reserves the right to negotiate vendor product and price. Responses must provide full menu description including:
    - Lunch Items to be provided or a list of options to be made available. Additional items above and beyond aforementioned price may be presented with the cost per person addition.
    - Drinks shall be provided at no additional cost at all times to include assorted soda, bottled water, coffee and tea. Ice to be provided for drinks and food as necessary by the vendor.
    - A Cash bar will also be available with several selections of beer and wine and other assorted single serving alcoholic beverages. If you would like to provide this service please indicate this and include as an additional line item to your proposal. The award of this is at the discretion of the Greater Binghamton Airshow.
  2. Tent space, electric, tables and chairs will be supplied by Airshow. Vendor must provide, at own expense all other necessary items for food prep, elegant presentation, linen, dinner ware, refrigeration, water, equipment and supplies to meet performance of this contract. Electric outputs provided may vary and are not guaranteed, use of vendor provided generator is acceptable.

3. Vendor is responsible for cleaning and maintaining its location during and after the events. The vendor shall not allow any debris to accumulate at its location. Proper vendor staffing to ensure the space is cleaned and maintained.
4. Vendor is responsible for meeting all local, state and federal codes and regulations applicable to providing this service.
5. Airshow reserves the right to establish further rules and regulations that must be adhered to by vendor.
6. Vendor agrees to indemnify and hold Airshow, Airport, and Broome County, harmless from all claims for bodily injury and property damage and expenses.
7. Vendor shall provide proof of insurance coverage per attached specifications.
8. Vendor shall provide proof of any Health Department Certificates and compliances required for said operation.
9. In event that vendor refuses to abide by rules and regulations or violates any term of this agreement, Airshow may immediately terminate all rights of Vendor to participate in the event.

To be considered for this contract please submit a response to this request for proposal by April 20, 2018 to the contact below describing intended/suggested menu items for the 2018 Greater Binghamton Airshow VIP venue. Prior Air Show or large event VIP experience is preferred. Any additional costs not covered by the \$17 per person fee must be included in proposal. Proposals will be evaluated by the below criteria:

Evaluation criteria:

- Quality of food offered
- Quantity of food offered at the price point
- Ability to keep up with demand
- Experience with similar events
- Ability to comply with requirements of Airshow and County rules
- Any additional costs not listed or included
- Proposed staffing to meet needs of VIP attendees

**Proposals must be submitted no later than 12:01pm, Friday April 20, 2018**

If you have any questions or concerns please contact me at any time.

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