



Hyde Park Street Fair

Request for Proposals (RFP): Event Coordinator

Issued by: North End Neighborhood Association (NENA)

Date Issued: November 1, 2025

Proposal Due Date: November 30, 2025

I. Introduction

The North End Neighborhood Association (NENA) invites proposals from qualified individuals or firms to provide Event Coordination and Management Services for the Hyde Park Street Fair (HPSF) for the 2026 season, with the option to renew for additional years.

The Hyde Park Street Fair, scheduled for September 18–20, 2026 at Camel's Back Park in Boise, Idaho, is a long-standing celebration of art, music, food, and community. Now entering its 47th year (45th Fair due to COVID cancellations), it is Boise's oldest outdoor music and arts festival, drawing more than 20,000 visitors over three days.

The Event Coordinator will liaise with the NENA HPSF Committee and oversee all aspects of event management — from planning and permitting to vendor and performance coordination — ensuring a safe, inclusive, and successful festival.

II. Event Background

The Hyde Park Street Fair is wholly owned by the North End Neighborhood Association, Inc., a 501(c)(4) nonprofit organization. All profits are reinvested in the neighborhood through grants and community improvement projects administered by NENA.

Originating in 1979 as a small gathering on 13th Street, the Fair has evolved into a multi-day, large-scale cultural event featuring local and regional vendors, artisans, artists, and musicians:

- Over 200 craft, food, and nonprofit vendors
- Two beer gardens operated by licensed vendors under a separate agreement
- A diverse, family-friendly lineup of musical and performance acts across 3 venues:
 - Main Stage
 - Community Stage
 - The Dome

The Fair has been hosted at Camel's Back Park since 1999 under an agreement with the City of Boise Parks & Recreation Department. The general layout and operation have been coalesced over the years to the current layout that has been met with praise and approval from all agencies involved. It is NENA's intent to keep to that layout as much as possible.



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III. Scope of Work and Responsibilities

A. Event Production

1. Develop an annual event timeline and manage all planning milestones, with monthly updates.
2. Prepare and submit applications, permits, and plans to the City of Boise, Parks & Recreation, Special Events Committee, Boise Police, Fire, and Ada County Highway District.
3. Attend and represent NENA at all required city and committee meetings (two City of Boise Special Events Committee meetings prior to the event in March & August, with a recap meeting in October).
4. Work with the NENA HPSF Committee to acquire and maintain Fair Sponsorships. Current Sponsors:
 - a. Boise Co-Op
 - b. Goody's & G Willikers
 - c. Idaho Mountain Touring (annual bike donation giveaway)
 - d. ICCU
 - e. The Record Exchange
 - f. Lysi Bishop
 - g. Jill Giese
 - h. Lime
 - i. Boise Art Glass
5. Coordinate and develop a Fair Sponsor poster (using the Fair art developed and provided by the NENA HPSF Committee) and acquire sponsor banners for Main Stage placement.
6. Coordinate with contracted vendors for fencing, restrooms, utilities, waste/recycling, and signage. Below is a list of past contract vendors. Event Coordinator has the freedom to suggest alternatives to those below if deemed in the best interest of the Fair and NENA.
 - a. AAA Fence Rental
 - b. Boise Ice
 - c. Committed Casework & Events (for the stages)
 - d. Event Rents (tents, tables, chairs)
 - e. Stan's Golf Carts
 - f. United Site Services or PortaPros (portapotties)
 - g. MAV Event Services
 - h. Specialty Construction or Northwest Traffic (road signs & barricades)
 - i. Vendor Shuttle (To Entertain U)
 - j. TS Fuel (power generators)

B. Food, Craft, and Commercial Vendor Coordination

1. Recruit, confirm, and manage all food, beverage, craft, and nonprofit vendors.
2. Coordinate with the Alcohol vendor, tent, delivery truck, and fencing.
3. Oversee vendor layout, logistics, setup, and teardown.



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4. Manage vendor communications, contracts, and compliance with regulations. Constantly keeping the HPSF Committee updated with the status of vendor applications, and payments with clear, concise reporting.
5. Develop online Vendor applications through NENA's Wix-commerce page for ease of operations, communications, and reporting. Development of vendor applications, invoices, and receipts will need to go through multiple rounds of evaluation and approval before going live on February 1.
6. Event coordinator and/or their vendor coordinator shall have a documented success of developing and implementing online applications and e-commerce.

C. Entertainment and Stage Management

1. Curate and manage the music and entertainment lineup. Working with NENA's HPSF Committee to ensure a broad range of programming,
2. The Dome, and entertainment will be coordinated with Brian Louderbough of Sacred Realms.
3. The Community Stage entertainment will be coordinated with Samira Simmons with Bella Vardo.
4. Serve as or supervise the Main Stage Manager and Music Director.
5. Provide and coordinate with production teams for sound, lighting, and scheduling.

D. Security and Safety

1. Develop and implement a Security & Emergency Plan with local agencies and MAV Event Services.
2. Manage fencing, entry points, and crowd control systems.
3. Coordinate with traffic control, while maintaining safe access for nearby residents
4. Coordinate with Boise Police, Boise Fire, and first aid providers.

E. Site Logistics

1. Oversee site layout, including vendor and stage placement, utilities, fencing, and sanitation facilities.
2. Ensure all city and park regulations are met for environmental protection and post-event cleanup.
3. Provide a water station (City of Boise, Veolia, or To Entertain U)

F. Event Operations and Staffing

1. Recruit, train, and manage volunteers and event staff.
2. Solicit and coordinate with volunteer groups for day-of trash & recycling pickup.
3. Oversee all aspects of on-site operations during the Fair. Including power, water, lighting.
4. Coordinate with Boise Parks & Recreation for use of the park water and the water station.
5. Lead event setup, daily operations, and teardown. Act as primary on-site point of contact during event days.

G. Financial Management

1. Develop and manage the event budget in coordination with the HPSF Committee & Treasurer.
2. Track income, expenses, and contracts using a shareable, and accessible software or system.
3. Provide transparent accounting of net proceeds.



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H. Reporting

1. Provide monthly progress reports to the HPSF Committee, including updated schedule of deliverables and meetings.
2. Provide a clear, cohesive report of Vendor applications, and payments.
3. Attendance at NENA Board meetings is not required as long as sufficient reporting is provided.
4. Maintain separate event accounting to be coordinated with NENA Treasurer & Bookkeeper.
5. Deliver a post-event report summarizing attendance, vendor & performer feedback, and financials.
6. Ensure Food Vendors provide reporting of event sales to the NENA Treasurer at the end of the Fair. Food Vendors must remit 15% of their sales.
7. Provide recommendations for improvement.

IV. Proposal Requirements

1. Cover Letter – Describe experience with large-scale community or festival events. Include experience with online applications and e-commerce.
2. Project Plan – Outline event management approach, communication plan, and contingency planning.
3. Budget Proposal – Detail coordinator fees, itemized for consultants as needed for stage management, music direction, vendor coordination, e-commerce and web development. List out the anticipated costs for coordinator selected subcontractors, vendors, stage, lighting, sound, fencing, tents security, lights, etc. as outlined in article III.A.6 above, along with any other anticipated costs.
4. Software and Applications – List of software and systems Event Coordinator and staff plan to use for Fair and HPSF Committee review and coordination.
5. References – Include at least two comparable, multi-day public events (10,000+ attendees).
6. Resume(s) – Of principal coordinator and key team members (Vendor Coordinator, Stage Manager, Music Director, Site Logistics Coordinator).
7. Ability to provide Liability Coverage in the amount of \$1,000,000
8. Sample Work – Prior event schedules, site maps, or promotional materials (optional).

V. Selection Criteria

1. Demonstrated event management experience.
2. Ability to coordinate with city agencies and large volunteer teams.
3. Ability of the applicants selected subcontractors and vendors.
4. Familiarity with festival operations, permitting, and alcohol sales.
5. Budget feasibility and financial transparency. Including documentation and reporting to aid the NENA HPSF Committee in decision making processes for future fairs.
6. Creativity, community engagement, and alignment with NENA's mission.



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VI. Submission Instructions

Submit proposals electronically (in PDF format) to:

North End Neighborhood Association (NENA)

Email: board@northendboise.org

Subject: "RFP – Event Coordinator: Hyde Park Street Fair"

Deadline: November 30, 2025, at 5:00 PM MT.

Late submissions may not be considered.

VII. Compensation

The Event Coordinator will be compensated based on a negotiated commission of net Fair proceeds (defined as total revenues minus total expenses, inclusive of all fees, administration, and reimbursable costs) and a fixed, base fee for the Event Coordinator and any specified Vendor Coordinator, Stage Manager, Music Director, Site Logistics Coordinator.

VIII. Timeline

<u>Milestone</u>	<u>Date</u>
RFP Issued	November 1, 2025
Questions Due	November 15, 2025
Addendum Issued	November 22, 2025
Proposals Due	November 30, 2025
Interviews (if applicable)	December 2025
Contractor Selection & Award	December 21, 2025
Vendor Applications go Live	February 1, 2026
Vendor Applications Close	April 30, 2026
Vendor Selections By	June 30, 2026
Event Dates	September 18-20, 2026

IX. Terms

NENA reserves the right to:

- Reject any or all proposals.
- Waive informalities or irregularities.
- Accept the proposal deemed most advantageous to the Hyde Park Street Fair and community.

X. End of RFP