



## **2024 Greater Binghamton Airshow Vendor Request for Qualifications**

The Greater Binghamton Airport is interested in entering an agreement with various companies to provide food/beverage and novelty concessions for the Greater Binghamton Airshow 2024. This event will be held on Saturday, July 6<sup>th</sup> and 7<sup>th</sup>, for approximately 6 hours. Exact times will be determined. The Greater Binghamton Airshow will organize and promote this one-day event utilizing TV, Radio, Print Media, Internet websites, posters and local news coverage to maximize potential attendance. To be considered for selection, interested parties must respond to this request for qualifications by the date indicated addressing the following items:

1. Vendor must have the ability to provide sufficient concession variety, volume, staffing and resources to meet the demands of an Airshow crowd with an estimated attendance of 10,000 to 12,000 per day, allowing for minimal wait times for patrons.
2. Vendor shall provide concessions at reasonable market prices for similar venues. Broome County Department of Aviation (BCDA) reserves the right to negotiate with a vendor on products and pricing prior to event. The intent here is to ensure reasonable profits for the vendors and maintain an affordable event for the families of our community.
3. Prices must not increase during the event.
4. Vendor must provide, at own expense, all necessary equipment, tents, power, water, supplies and manpower to meet the performance of this contract.
5. Vendor is responsible for maintaining their concession locations in a clean, safe condition throughout the event. The vendor shall not allow any debris to accumulate at these locations.
6. Vendor is responsible for meeting all local, state and federal codes/ Permits applicable to providing this service.
7. Vendor may not erect a sign or advertise the event without prior written approval from BCDA.



8. Vendor must attend pre-Air Show Food Vendor meetings, dates to be announced.
9. Vendor shall provide proof of insurance as outlined in attached insurance requirements.
10. Vendor agrees to indemnify and hold BCDA and Broome County, harmless from all claims for bodily injury and property damage and expenses.
11. BCDA may establish further rules and regulations that must be adhered to by vendor.
12. In event that vendor refuses to abide by rules and regulations or violates any term of this agreement, BCDA may immediately terminate all rights of Vendor to participate in the event.
13. The Greater Binghamton Airshow 2024 reserves the right to reject any proposal if it is determined that quality, quantity or variety would not be efficiently provided to our patrons.
14. Site locations will be initially limited to one, with the dimensions yet to be determined. If additional sites are requested, a 10% addition will be added to the total cost per each additional site.
15. Vendor must be setup and staffed by no later than an hour before the schedule gate openings.
16. All fees will be paid in full by May 1st, 2024

Prior Air Show Experience is preferred. To be considered for this contract please submit proposal by April 30<sup>th</sup>, 2024. All contracts, insurance documentation and fees must be submitted by May 1st, 2024. Contracts completed after this date will be accepted on an as needed basis.

Selection will be determined by a combination of vendor experience, product variety, ability to meet large crowd demands, product pricing, and past performance at similar events. (Please provide references)

## Submittal 1

Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Email address: \_\_\_\_\_



- Each Vendor must pay a flat-rate \$2,000 registration fee. This fee covers both days of the event.

Please include a summary of menu items or novelty items with proposed pricing for this event:

Item	Price

Please provide a summary of events that you have participated in:

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Estimated number of staff needed: \_\_\_\_\_

Estimated space required (ft x ft): \_\_\_\_\_

If you have any questions or concerns, please contact BGM staff.

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