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## Draft Proposal / Scope of Services

Greenmarket Project — “The Margate Exchange: Music, Brunch & Market”

### Event: The Margate Exchange: Music, Brunch & Market

Year round event, two installments per month -- 24 total event dates per year. Currently proposed schedule would indicate commencement on the 2nd & 4th Sundays of each month

### Intent:

Atlantic Studios will produce the The Margate Exchange, on behalf of the Margate Community Redevelopment Agency, and will handle conceptualization, marketing, staffing, and orchestrate infrastructure & logistics. The following elements will be implemented to ensure the success of The Margate Exchange, in the MCRA district:

### Margate CRA Responsibilities:

- Provide evaporative cooling fans as an amenity for attendees.
- Secure and cover the cost of the stage and its operational requirements (e.g. power and support personal), from the Parks and Recreation Department.
- Enforce a “no cooler” policy, fostering engagement with vendors and a safer overall atmosphere.
- Provide supplemental promotion by posting the event on the City’s website and Facebook pages, and advertise through other means, which may include print ads in local or city produced publications, flyers, rack cards, signage, and radio.

### Atlantic Studios Responsibilities:

- Provide at least one, large hospitality canopy, of at least 30ft x 80ft, to serve as rain escape & heat relief.
- Act as vendor liaise – applications & processing, jurying, and booking of 50 - 100 unique, high quality, greenmarket styled vendors, with a limited mix of arts, crafts, vintage, and local small businesses.
- On-site food truck & vendor coordination
- Provide all required licenses, insurances, hold harmless agreements, and permits, as deemed necessary by the MCRA. Also provide licenses/insurances/permits for the sale/sampling of alcoholic beverages.
- Provide live musical entertainment acts/bands per event, and manage band procurement, booking, and on-site management.

- Atlantic Studios will promote the event on all Atlantic Studios social media platforms including but not limited to Facebook, Twitter & Instagram, and will utilize unique social media hashtags and promotional techniques. Margate Under the Moon will be included in the ASI e-newsletter and will be cross promoted at all other Atlantic Studios' events.
- Distribution of printed & electronic marketing materials (street team, paid social media ads, other paid ads)
- Create a dedicated, custom, "The Margate Exchange" event page and ensure that all information is updated on a regular basis – at a minimum of three times per week.
- Assist with the marketing of the event, including but not limited to the design of all advertising collateral, banners, posters, and flyers.
- Provide onsite family activities, yard games, and DIY workshops.
- Procure party rentals (e.g. event seating, tables, tents) on an as-needed basis, as agreed upon by the MCRA & Atlantic Studios.
- Provide 1 ADA compliant portable restroom & 1 additional, general use portable restroom, and hand sanitizing equipment..
- Provide and install audio equipment/backline (e.g. PA, console, speakers, subs, monitors, transceivers, etc.) for live & recorded presentation, and live bands/musical entertainment. \*All music will be of the family-friendly variety
- Sanitation - (receptacles, dumpster, & removal), which will be setup prior to event commencement. Additionally, Atlantic Studios will be responsible for processing & removal of all food truck related waste..
- Provide misc. consumables (e.g. decorations, gaffers tape, cups, napkins, marking chalk, on-site signage) as agreed upon by the MCRA & Atlantic Studios.
- Provide and ensure alcoholic beverage safety (certified serving staff, wrist-banding, sanitary serving practices) and verify consumers are of legal age, at point of sale. Note: Atlantic Studios and/or its contractors, will be the sole point of sale and distribution of alcoholic beverages at all Margate Under the Moon events. No other purveyor of alcoholic beverages will be allowed at any Margate Under the Moon event.
- Event site survey – mark vendor spaces and walkways with flags and/or liquid chalk
- When and where available, Atlantic Studios will provide post event marketing materials (videography, photography, on-site interviews) to MCRA.
- Atlantic Studios will make every effort to have all vendor & event related infrastructure load-in complete, 30 minutes prior to show commencement. In some instances, (e.g. faulty equipment, weather related delays, vendor transit time from preceding event/engagement) will cause a slight variance in setup completion. Atlantic Studios will ensure that all motor vehicles are removed from the general attendance area, at least 30 minutes prior to event commencement.

Financial:

To aid in defraying the cost of the aforementioned categories, Atlantic Studios will bill the MCRA equal bi-monthly installments of \$4,000, by way of electronic invoice, directly after the commencement of each event.

Rain or Shine Clause:

Each commencement of “The Margate Exchange” greenmarket is considered to be “rain or shine”. Atlantic Studios will make every attempt to continue operating the event, even through periods of inclement weather. The event will only be canceled or closed during operating hours, as a result of severe weather or acts of God (e.g. lightning, tropical storm conditions), and only following careful consideration and consultation with MCRA staff. The decision to cancel or end the event prior to completion will be a mutually agreed upon decision by the MCRA and Atlantic Studios. If the event is canceled due to severe weather or acts of God, seventy-two hours or more in advance of the event’s scheduled date and time, Atlantic Studios will be reimbursed for expenses incurred, plus a 10% administrative fee. If an event is canceled due to severe weather, acts of God, or at the sole discretion of the MCRA or the City of Margate, and there are fewer than seventy-two hours remaining before the event’s published/regularly scheduled start date and time, the MCRA shall pay Atlantic Studios the full \$4,000 installment, minus any reduction in costs Atlantic Studios can negotiate with its vendors, (eg. canopy rental, portable restrooms).



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