



CITY OF HARRISBURG
2025 JULY 4TH FOOD TRUCK FESTIVAL
STATE STREET STAGE, AUDIO, & LIGHTING QUOTE INFORMATION

EVENT DATE & HOURS

Friday, July 4, 2025: 12 – 7pm

STATE STREET STAGE, AUDIO, & LIGHTING

Stage

- A photo of the area the outdoor stage will be located within Riverfront Park is available on the next page
- A 24' x 20' stage with roof covering. Mobile stage preferred. Please send a photo and description of your proposed stage and roof covering. There will be no substitutions for the stage in your proposal unless approved by the event coordinators ahead of the event. If you would like to offer two stage options at different price points, please note that in your proposal. Event is rain or shine.
- Set-up will be available starting on Friday, July 4 at 9am. If you would like to set up the day before with the understanding that security will not be on-site overnight, please note this in your proposal.

Audio

- All necessary elements to provide quality sound for a large outdoor venue.
- Piped in music or DJ during band changeover. Music should be family friendly in content and language.

Backline

- If you can provide backline equipment for the bands to use, please list the cost separately in your proposal.

Lighting & Decor

- Any necessary LED lighting for the stage & artists. Note this is a daytime event.
- The use of patriotic colors (red, white and blue) for lighting, the backdrop, and/or other decor is preferred. Please detail your planned use of any additional décor, banners, flags, etc in your quote.
- If you plan to have any signage for your company in the form of banners, vehicles, trailers, etc visible during the event please detail this in your quote.

Staffing

- Professional staff needed for set-up and management during the event.
- Please note in your proposal if you will have a staff member available to make sponsor announcements and band introductions as needed throughout the event.

Provided By City

- The City will provide banners to go across the top & bottom front of the stage.
- The City will provide chairs & picnic tables for audience seating by the stage
- On-site parking for two standard sized vehicles will be provided behind the stage. Space for an additional vehicle or trailer may be available but is not guaranteed.
- The City can provide electric access within 100-ft of the stage by request. Please note in your proposal if you will provide your own generator or utilize the City's generator.
- A 3rd party will coordinate the entertainment groups for the stage to include live bands in a variety of genres. You will be connected with the booking agent prior to the event to coordinate any details as needed.

See red box in photo below for a preview of the area the stage will be located within Riverfront Park near State Street:



Terms: The event is rain or shine, please plan accordingly. Quotes may not include “invoice” and must detail all entertainment needs for the outdoor festival. All quotes must adhere to the City of Harrisburg’s Purchase Order terms. If chosen to provide services for the event, vendors must provide a certificate of insurance listing the City of Harrisburg as additionally insured and obtain an annual City license from the Licensing and Tax Enforcement Office prior to the quote being approved. The City will collect certificates of insurance and aspects of the activity must be covered by the appropriate policy (i.g. general liability, vehicle, worker’s comp, etc). Where services included hired employees and autos, related insurance coverage will be required. Purchase Orders and/or payments for service will not be processed until a business license is issued by the City.

Budget: \$7,000

About the event: This annual, free event will feature nearly 50 food trucks, a beer/wine garden, live music, entertainment, roller skating rink, and free kids activities. Thousands of attendees are expected.

Deadline for quote submission is Sunday, May 4, 2025. Quotes must be submitted electronically to the event coordinators at specialevents@harrisburgpa.gov. The event coordinators will notify the selected vendor of their intent to award by May 9, 2025.