

# GREEN-WOOD



## REQUEST FOR PROPOSALS

### Food Vendors for Annual Memorial Day Concert

#### Event Overview

**Monday, May 25<sup>th</sup>, 2-4pm**

The Green-Wood Cemetery's Annual Memorial Day Concert is the official kick-off to summer in Brooklyn, drawing over 3,500 visitors each year to the historic grounds. With a wide demographic and deeply loyal fan base, this beloved event is one of Green-Wood's best-attended public programs.

The event lasts approximately 4 hours (guests begin to arrive around 12pm, followed by a concert from 2-4pm). We are seeking a limited number of food vendors to serve grab-and-go items to a captive audience over peak afternoon hours. Vendors must be able to turn through high volumes efficiently throughout the event.

Food trucks are welcome to apply.

#### What We are Looking For

Vendors should offer grab-and-go food and beverage items that can be sold quickly without slowing crowd flow.

Permitted items include:

- Packaged snacks and baked goods
- Bottled or canned non-alcoholic beverages
- Pre-packaged sandwiches, wraps, or light meals
- Other individually packaged foods
- Food truck offerings designed for fast service and high-volume sales

The following are not permitted outside of approved food truck operations:

- On-site cooking, grilling, or food preparation
- Items requiring heating or on-site assembly

Sales of alcoholic beverages are not permitted

Food trucks may use onboard cooking, refrigeration, heating, prep equipment, and power systems contained within the truck itself, provided all operations comply with applicable health and safety regulations.

## **What Vendors Must Provide**

Vendors are responsible for supplying all the following:

- All food and beverage inventory
- Booth setup and display equipment, if applicable.
- Any required refrigeration, coolers, or food storage equipment (Note that Green-Wood cannot provide ice)
- Point-of-sale system and all payment processing equipment (note: there will be no internet access provided).
- All staff associated with food prep, sales, and booth setup and breakdown
- There is no access to power onsite. Vendors must provide their own power via generator.

## **What Green-Wood Provides**

- Early access to the site beginning at 11 am
- One 6-foot table (no table coverings) for non-truck vendors and two large garbage cans.
- Promotion in pre-event emails and social media posts
- Garbage removal after event
- Onsite parking

## Venue Fee

A vendor participation fee of \$750 payable in advance of the event (credit card only). In case of a rain cancellation, a \$50 non-refundable processing fee will be kept and \$550 will be returned to the vendor. *A rain call will be made by 5:00pm on Sunday, May 24th.*

## Important Dates

**Proposals Due:** Monday, May 18th

**Vendor Notification:** Tuesday, May 19th

**Agreement Executed & Fee Due:** Prior to arrival on Monday, May 25th

**Event Date:** Monday, May 25th (Memorial Day)

## How to Apply

Interested vendors should [complete the vendor application form](#) no later than Monday, May 18th.

Completing the form will require:

### 1. Business Overview

- Brief description of your business, years in operation, and relevant event vending experience

### 2. Proposed Menu & Pricing

- A list of all proposed grab-and-go items for sale and pricing

### 3. References

- The name and contact information of 2 references you have worked with