



# Pelham

A path apart.

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## **Request for Proposals (RFP)**

### **Operation of Temporary Fair on City Property**

#### **Purpose**

The City of Pelham is seeking proposals from qualified and experienced fair and carnival operators to host a temporary fair on designated City property.

#### **Overview**

The City of Pelham intends to partner with an operator to provide a family-friendly fair featuring carnival rides, games, and food vendors. The event must be operated safely, responsibly, and in a manner that reflects positively on the community.

#### **Event Dates & Location**

Dates must coincide with availability of the designated parking lot area and must not conflict with the existing scheduling of the Pelham Civic Complex & Ice Arena.

#### **Reservation of Rights**

The City of Pelham reserves the right to cancel the event up to 30 days prior to the scheduled start date.

#### **Scope of Services**

The selected operator will be responsible for:

- Carnival rides and midway attractions
- Food and concession vendors
- Games and entertainment programming
- Security and crowd management
- Cleanup during and after the event
- Waste disposal and sanitation
- Portable restrooms and hand-washing stations
- Lighting and safety standards
- Emergency response coordination
- Parking and traffic management
- Electrical power supply
- Potable water supply

#### **Prohibited Activities**

No live animals and/or petting zoo attractions are allowed at any time.

#### **Power and Water Requirements**

All power must be provided via generator. The City will not be responsible for providing a power source. The City will not be responsible for providing a potable water source.

## **Access to Site**

Any vendor, contractor, or developer authorized by the City of Pelham shall be permitted to visit the site at any point during the event as it relates to the ReAMP development project. Any/all fencing needing to be temporarily removed must be communicated to the City prior to removal. The City will not assume any expenses related to the temporary removal and reinstallation of fencing.

## **Proposal Requirements**

Proposals must include:

- Company profile and qualifications
- Experience operating similar events
- List and description of rides, attractions, and vendors
- Safety plan and maintenance records
- Staffing plan and background check process
- Operational schedule
- Traffic and parking plan
- Security and emergency plan
- Marketing and promotion strategy
- Financial proposal (fee or revenue-sharing model)

## **Insurance & Legal Requirements**

- Selected operator must provide proof of liability insurance.
- The coverage minimum is \$2 million plus a \$5 million umbrella policy.
- The City of Pelham must be named as an additional insured for the duration of the event.
- Operator must comply with all federal, state, and local laws and amusement ride regulations.
- Proof of workers' compensation insurance is required.

## **Evaluation Criteria**

Proposals will be evaluated based on:

- Relevant experience and qualifications
- Safety record and operational plan
- Proposed attractions and event quality
- Financial benefit to the City
- References and past performance

## **Submission Instructions**

Sealed proposals will be received by the City Clerk/Treasurer at Pelham City Hall, 3162 Pelham Parkway, Pelham, AL 35124 prior to Friday, January 30, 2026 at 11:00 a.m., at which time they will be publicly opened and reviewed in Administration Conference Room 214 at Pelham City Hall.

Proposals must be submitted in a sealed envelope marked - **Sealed Proposal for Fair Operator, January 30, 2026, 11:00 a.m.** and should be addressed to **City of Pelham, P.O. Box 1419, Pelham, Alabama 35124, Attention: Jonathan Seale, City Clerk/Treasurer.** Proposals may be hand delivered to Pelham City Hall, 3162 Pelham Parkway, Pelham, Alabama 35124.

The City of Pelham is exempt from State and Federal taxes. The City will assume no transportation, handling or shipping charges unless the charges are included in the submitted bid.

To be considered by the City of Pelham, the successful operator must comply with Alabama Law, including but not limited to Section 41-16-50 et seq. and Section 31-13-1 et seq., Code of Alabama (1975), as amended.

The proposal will be awarded operator meeting all specifications listed in the RFP and deemed by the City of Pelham to be in the best interest of the City.

The City of Pelham reserves the right to reject any/or all proposals, to alter or change specifications and to waive any informality in awarding this proposal.

The operator shall assume full responsibility for warranty of all components within these specifications. A statement shall be attached with the proposal setting out the conditions of the warranty.

### **Terms & Conditions**

- The City may reject any or all proposals.
- Successful operator must enter into a service agreement with the City.
- Non-compliance may result in termination of contract.
- Event cancellation may occur up to 30 days prior to opening.

**City of Pelham**  
**Fair Operator Proposal Submission Form**  
**Applicant Information**

**Company Name:** \_\_\_\_\_

**Primary Contact Person:** \_\_\_\_\_

**Title/Position:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Website (if applicable):** \_\_\_\_\_

**Company Details**

**Number of Years in Operation:** \_\_\_\_\_

**Number of Employees:** \_\_\_\_\_

**Business Structure:** (check one)

- Corporation
- LLC
- Partnership
- Sole Proprietorship
- Other: \_\_\_\_\_

**State of Incorporation/Registration:** \_\_\_\_\_

**Agency Contact for Certificate of Insurance:** \_\_\_\_\_

**Insurance Carrier:** \_\_\_\_\_

**Policy Limits:** \_\_\_\_\_

*Minimum \$2 million general liability insurance plus \$5 million umbrella policy required.  
The City of Pelham must be listed as an additional insured.*

**Event Information (Must Occur after May 1, 2026 for a maximum of 14 calendar days)**

**Proposed Event Dates:** \_\_\_\_\_

**Hours of Operation:** \_\_\_\_\_

**Estimated Attendance:** \_\_\_\_\_

**Number of Rides Proposed:** \_\_\_\_\_

**Types of Attractions/Games:**

*No live animals or petting zoo attractions permitted.*

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**Food & Beverage Vendors Proposed:**

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**Operations & Safety**

**On-Site Manager Name/Phone:** \_\_\_\_\_

**Security Plan Attached?**  Yes  No

**Staffing Plan Attached?**  Yes  No

**Emergency/Medical Response Plan Attached?**  Yes  No

**Ride Maintenance & Inspection Records Attached?**  Yes  No

**Waste & Sanitation Plan Attached?**  Yes  No

**Generator & Electrical Plan Attached?**  Yes  No

*All power must be provided via generator. The City will not provide power.*

**Proposed Fee Structure to City:**

Minimum Flat Fee of **\$50,000.00** required plus:

\$ \_\_\_\_\_ in addition to Minimum Flat Fee (Optional)

**PLUS**

Revenue Share: \_\_\_\_\_ % of gross ticket sales

Projected Gross Ticket Sales: \$ \_\_\_\_\_

**Certification & Signature**

I hereby certify that the information provided is true and complete. I acknowledge that:

- The City of Pelham may reject any or all proposals.
- Any vendor, contractor, or developer authorized by the City may access the site regarding the ReAMP development.
- The City reserves the right to cancel the event up to 30 days prior to the scheduled start date.
- All rules in the City's RFP will be followed.

**Authorized Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_