



JANUARY 9, 2026

WORLD FAMOUS BLUE CRAB FESTIVAL LITTLE RIVER SHRIMP FEST REQUEST FOR PROPOSAL

JENNIFER WALTERS
LITTLE RIVER CHAMBER OF COMMERCE & VISITORS CENTER
POB 400, Little River, SC 29566

REQUEST FOR PRICING

Festival Site Preparation Services

Little River Chamber of Commerce & Visitors Center

Submission Deadline: February 13, 2026

Questions Due: January 30, 2026

Contact

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PURPOSE

The Little River Chamber of Commerce & Visitors Center is requesting **pricing information** from a select group of qualified vendors for **Festival Site Preparation services** for the **World Famous Blue Crab Festival** and **Little River ShrimpFest**.

This request is **not a public bid solicitation** and does not obligate the Chamber to award a contract.

EVENT DATES & LOCATION

World Famous Blue Crab Festival

- May 16–17, 2026

Little River ShrimpFest

- October 10–11, 2026

Festival site and storage areas are located near:

4469 Mineola Avenue, Little River, SC 29566

SCOPE SUMMARY

Vendors are asked to provide pricing for **pre-event site preparation, on-site support during the festivals, and post-event breakdown and cleanup** for two (2) two-day outdoor street festivals.

REQUESTED PRICING DETAILS

Please include pricing for the following services:

Pre-Event Preparation

- Organize and inventory festival storage units
- Install banners throughout Little River (approximately two weeks prior)
- Clean, prepare, and stage tents and equipment
- Install festival yard signs (approximately one week prior)
- Prepare satellite parking lots (mowing, signage, coordination with vendors)
- Transport barricades, rope, rebar, and related materials to festival site
- General site preparation of the waterfront area

Event Support

- Provide and supervise **two (2) on-site staff members** during each festival
- Assist with gate setup, vendor support, ice/soda deliveries, and other operational needs

Post-Event Breakdown

- Remove and return banners, signs, equipment, and materials to storage
- Clean and restore waterfront and satellite parking areas
- Dispose of debris as required (roll-off removal if necessary)

STAFFING & EQUIPMENT

Please confirm:

- Availability of **6-8 crew members** for site prep and cleanup
- Contractor-provided equipment, including (but not limited to): tractors, mowers, bush hog, trailers, hand tools, pressure washer, blowers, and general maintenance equipment

INSURANCE & LICENSING

Please confirm:

- Appropriate business licensing
- General liability insurance coverage
- Any bonding carried, if applicable

SUBMISSION GUIDELINES

Pricing submissions should include:

- Company name and primary contact
- Brief summary of relevant experience
- Staffing plan and estimated timeline
- Itemized pricing and total estimated cost
- Any assumptions, exclusions, or optional services

REVIEW AND SELECTION

Submissions will be reviewed based on experience, reliability, staffing capacity, overall value, and ability to meet festival timelines. Preference may be given to members of the Little River Chamber of Commerce & Visitors Center.

The Chamber reserves the right to accept or decline any submission, request clarification, or make a selection at its discretion.