



Request for Proposal – Stage, Screen & Spotlight Production

About Heights & Lights:

Heights and Lights is Stamford Downtown's premier Holiday Event. This single day event in Stamford CT attracts over 5000 spectators.

Stamford Downtown Special Services District (DSSD) is requesting proposals of a full-service production company. The interested parties should be able to address the needs of DSSD in the most efficient manner possible.

Program Objective: To produce Signature Events that contributes significantly to the economic vitality of DSSD.

Scope of Work

Stamford Downtown Height and Lights—Sunday, December 6, 2026

1. Production Management:

1. Production Services and equipment:

- **Landmark Square // rappel**
 - **8x8 stage with railings and stairs**
 - **Large Line Array Sound System with Sound Board and two wireless microphones**
 - **Two projection screens**
 - **Two 12K projectors, video mixer, laptop**
 - **Holiday themed theatrical lighting**
 - **Three spotlights with operators**
- **Latham Park // tree lighting**
 - **12x14 stage with railings and stairs**
 - **Large Line Array Sound System with sound board, band kit and two wireless microphones.**
 - **Keyboard**
 - **Holiday themed theatrical lighting**

2. Attend an inspection as required by fire marshals and city officials.

Quote should include all labor required to install and remove equipment.

The proposal must contain the following items of information:

1. Description of the equipment that will be used.
2. Description of staffing plan
3. Background & Description of Company
4. References for similar scope of work

Insurance Requirements

- a) Evidence of a policy of general liability insurance insuring against any property damage or bodily injury in an amount not less than \$1,000,000 per occurrence,
- b) \$2,000,000 aggregate for general liability
- c) \$1,000,000 (CLS automobile) and (hired and non-owned automobile coverage to be included)
- d) \$500,000/500,000/500,000 Employers liability (workers' compensation), \$10,000,000 umbrella. The owner of the venue, the City of Stamford and the DSSD its agents, employees and representatives should be listed as additional insured for general liability with a waiver of subrogation for general liability and workers' compensation and contain a provision stating that DSSD will be notified not less than 30 days in advance of the cancellation of any such policy.

Terms, Conditions & Limitations

This Request for Proposals is subject to the specific conditions, terms and limitations stated below:

1. No applicant will be selected if it is in default upon any debt, contract or obligation to the Stamford Downtown Special Services District, or City of Stamford.
2. The Stamford Downtown Special Services District shall not pay any costs or losses incurred by any applicant at any time, including but not limited to, the cost of responding to this RFP.
3. This RFP does not represent any obligation or agreement whatsoever on the part of the Stamford Downtown Special Services District to vendor applying.
4. An invitation to respond to the RFP does not create any rights on the part of the applicant.
5. DSSD reserves the right to accept or reject all or part of a proposal for any reason DSSD deems advisable

All questions regarding the interpretation of this RFP should be addressed to kate@stamford-downtown.com

Proposals should be submitted to kate@stamford-downtown.com by September 21, 2026 at 4pm.

Stamford Downtown reserves the right to cancel this RFP during the process.

Any bids received with will be returned