



Town of Palisade, Colorado

175 E 3rd Street * Palisade, CO 81526 * Tel: 970.464.5602

Request for Proposal RFP-25-0002-0502

2026 Opening for a New Spring Special Event
in the Town of Palisade

RESPONSES DUE:

Saturday, May 31, 2025

Accepting Electronic Responses Only

Submit To

Palisade Town Hall: 175 E 3rd Street, Palisade, CO 81526

Contact Agent:

Keli Frasier, Town Clerk

kfrasier@townofpalisade.org

(970) 464-5602

Overview

The Town of Palisade is soliciting proposals from qualified individuals, organizations, or event producers to organize and execute a premier special event to be held in **April 2026**, officially marking the start of Palisade's renowned festival season.

Palisade is nationally recognized for hosting exceptional events, including the award-winning **Palisade Sunday Farmers Market**, named the 3rd Best Farmers Market in the nation by *USA Today's 10 Best* in 2022. The Town currently owns and/or hosts several high-profile festivals, including:

- **Palisade Sunday Farmers Market**
- **Palisade Bluegrass and Roots Festival**
- **Colorado Lavender Festival**
- **Palisade Peach Festival**
- **Colorado Mountain Winefest**
- **Palisade Art Festival**

This is a unique opportunity to become part of Palisade's distinguished calendar of events and contribute to the community's vibrant cultural and tourism economy.

Scope of Proposal

Applicants are invited to conceptualize and propose a spring event that aligns with the community's values, leverages the Town's assets, and enhances the existing lineup of festivals. Proposals should demonstrate creativity, organizational capacity, and a commitment to high-quality event execution.

Submission Requirements

Applicants must complete and submit the **Notice to Conduct Special Event** form along with the following documentation:

- Identification of proposed Town-owned venue(s) and event date(s)
- Comprehensive event plan, including:
 - Public health and safety measures
 - Traffic management strategy
 - Site layout or venue map
- Estimated attendance
- Budget overview, including potential funding sources or sponsorships
- Professional résumé(s) of applicant and/or key personnel
- At least three (3) professional references
- Any additional information deemed relevant to the selection process

Submission Deadline

All completed proposals must be received **no later than 5:00 PM on May 31, 2025**.

Selection Process

Following an initial review, selected applicants will be invited to present their proposals to the **Palisade Board of Trustees** for final evaluation and selection.

Contact Information

For more information or to request application materials, please contact:

Town of Palisade

Keli L Frasier

Town Clerk

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