

**REQUEST FOR PROPOSAL (RFP)**  
**Special Event Management Services – Hospitality Event Space**

**ISSUED BY:**

**PHILADELPHIA SOCCER 2026**

**RFP NUMBER:**  
**2026-03-0027**

**DATE OF ISSUANCE:**  
**March 27, 2026**

Philadelphia Soccer 2026 (PS2026) issues this Request for Proposal (RFP) to satisfy a need for a Special Event Management Services firm to operate the Hospitality Event Space within the Philadelphia's FIFA Fan Festival™.

Philadelphia's FIFA Fan Festival™ is a 39-day outdoor public gathering space at Lemon Hill, Fairmount Park, operating from June 11 through July 19, 2026, in conjunction with the FIFA World Cup 2026™ tournament. The Festival will be a free-admission, large-scale public experience featuring live entertainment, viewing areas, food, beverages, and community programming.

To ensure the delivery of a premium hospitality experience, Philadelphia Soccer 2026 seeks proposals from qualified special event management companies to operate the designated Hospitality Event Space — including catering, event setup and breakdown, decor, staffing, and client services — working in close coordination with RedRock, the FIFA Fan Festival's site and production partner.

It is PS2026's intention to obtain services, as specified in this RFP, through an Agreement between the successful Bidder and PS2026. The anticipated duration of the period of performance under this Agreement is estimated to be June 11 – July 19, 2026. PS2026 intends to make a single award as a result of this RFP. Bidders, either directly or through subcontractor(s), must be able to provide all services and/or products and meet all of the requirements requested in this solicitation, and the successful Bidder (the prime contractor) shall remain responsible for the full and timely performance of this Agreement regardless of subcontractor participation in the work.

## **NOTICE**

Philadelphia Soccer 2026 is not responsible for any expenses incurred by any recipient in the preparation, submission, or presentation of a response to this RFP, nor for the costs incurred during any further discussions following receipt of a response.

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**1. OVERVIEW OF RFP**

**1.1 Definition of Terms**

“**RFP**” – This Request for Proposals document.

“**PS2026**” – Philadelphia Soccer 2026, the issuing organization.

“**FIFA Fan Festival**” – Philadelphia's FIFA Fan Festival™ at Lemon Hill, Fairmount Park

“**Hospitality Event Space**” – The dedicated area within the FIFA Fan Festival™ footprint available for private and semi-private event rentals.

“**Vendor**” or “**Respondent**” – Any company or entity submitting a proposal in response to this RFP.

“**RedRock**” – PS2026's, FIFA Fan Festival™ site and production partner responsible for infrastructure and overall site management.

“**Concessionaire**” – The designated beverage service provider operating within the FIFA Fan Festival™ under FIFA sponsorship requirements.

**1.2 Objectives**

Philadelphia Soccer 2026 seeks to identify and engage a qualified special event management company to operate the Hospitality Event Space within the FIFA Fan Festival™. The objectives of this RFP are to:

- Identify vendors with demonstrated experience in outdoor event catering, management, and hospitality services
- Evaluate proposed approaches for delivering a premium guest experience across daily private and semi-private events
- Select a vendor who can operate seamlessly within the broader FIFA Fan Festival™ site plan managed by RedRock
- Ensure compliance with all applicable City of Philadelphia regulations, licensing requirements, and insurance standards

**1.3 Selection Process and Timeline**

The following timeline governs the selection process:

<b>Milestone</b>	<b>Date</b>
RFP Issued	March 27, 2026
Question Submission Deadline	April 2, 2026 by 10pm ET
Responses to Questions Distributed	April 6, 2026 by 10pm ET
Proposals Due	April 9, 2026 by 10pm ET
Vendor Interviews (if applicable)	TBD
Selection and Notification	Week of April 13-17, 2026
Contracting Process	Week of April 20-24, 2026
Vendor On-Site Orientation	TBD

\*Please note: this timeline is subject to change. If changes occur, bidders will be notified by email.

## **1.4 Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

- Compliance with RFP requirements
- Relevant experience and references
- Proposed approach and service quality
- Staffing plan and organizational capacity
- Pricing and value
- Licensing, insurance, and compliance readiness

## **2. ORGANIZATION BACKGROUND**

### **2.1 About Philadelphia Soccer 2026**

Philadelphia Soccer 2026 is a 501(c)(3) nonprofit organization and the Local Host Committee charged with planning and executing FIFA World Cup 2026™ in coordination with the City of Philadelphia. Established in the Commonwealth of Pennsylvania, it is governed by a Board of Directors that convenes leaders from across the City of Philadelphia and the entire Commonwealth of Pennsylvania.

### **2.2 Event Overview**

Philadelphia's FIFA Fan Festival™ will be a 39-day outdoor public gathering space at Lemon Hill, Fairmount Park, operating during the FIFA World Cup 2026™ tournament from June 11 through July 19, 2026. Admission is free.

Within Philadelphia's FIFA Fan Festival™ footprint, a designated Hospitality Event Space will host daily private and semi-private events available for rental by organizations, sponsors, and private clients. The selected vendor will be responsible for the full guest experience within this space, including catering, event setup and breakdown, decor, and staffing, working in close coordination with RedRock, our site and production partner.

### **2.3 Venue Description**

- Location: Lemon Hill, Fairmount Park, Philadelphia, PA
- Setting: Outdoor, natural shade
- Dimensions: 40' x 40' service tent
- Capacity: Up to 200 guests

Infrastructure provided by RedRock:

- Power/electrical
- Perimeter fencing
- Restroom facilities

All other event services within the Hospitality Event Space are the responsibility of the selected vendor.

## **3. SCOPE OF WORK**

The selected vendor will provide the following services on a daily basis throughout the FIFA Fan

Festival™ operating period:

### **3.1 Catering / Food Service**

- Full-service catering capability ranging from casual fare to premium dining
- Ability to accommodate varying client preferences and budgets (e.g., from light refreshments and snacks to multi-course plated meals)
- All beverage service — alcoholic and non-alcoholic — is managed exclusively by the on-site Concessionaire in accordance with FIFA sponsorship requirements. The selected vendor will coordinate with the Concessionaire on beverage service for hosted events but will not independently procure, serve, or price beverages
- Compliance with all City of Philadelphia health and food safety regulations

### **3.2 Event Setup and Breakdown**

- Daily setup and breakdown of furniture, tables, chairs, linens, and related equipment
- Decor services including floral arrangements, centerpieces, signage, and themed design elements as requested by clients
- Ability to reconfigure the space daily to meet varying client needs and event types
- Turnaround efficiency between consecutive bookings

### **3.3 Staffing**

- Event managers, servers, setup/breakdown crews, and other front-of-house and back-of-house personnel
- Professional, guest-facing staff appropriate for a high-profile international sporting event
- Staffing levels scalable to event size and client requirements

### **3.4 Coordination with RedRock**

- Work within the infrastructure and site plan provided by RedRock
- Coordinate load-in/load-out schedules, power usage, and shared site logistics
- Adhere to all FIFA Fan Festival™ site rules, safety protocols, and operating hours

### **3.5 Client Services**

- Serve as the primary point of contact for event clients booking the Hospitality Event Space
- Provide clients with food menu options, decor packages, and event planning support. Coordinate with the on-site Concessionaire for beverage service
- Manage day-of event execution on behalf of clients

### **3.6 Operating Schedule**

FIFA Fan Festival™ Operating Period: June 11 through July 19, 2026 (39 days).

The selected vendor must be operational for the full duration of the FIFA Fan Festival.

## 4. PROPOSAL REQUIREMENTS

Respondents should include the following in their proposal:

### 4.1 Company Profile

- Company name, address, and primary contact
- Year established and brief company history
- Organizational structure and key personnel who would be assigned to this project

### 4.2 Relevant Experience

Minimum of three (3) comparable engagements within the past five (5) years, including:

- Outdoor event catering and management
- Multi-day or multi-week event operations
- Events at public parks, festivals, or large-scale sporting events
- Client references for each engagement

### 4.3 Proposed Approach

- Description of how the vendor would manage daily operations within the Hospitality Event Space
- Sample food menus at multiple price points (casual, mid-range, premium)
- Approach to decor and event design flexibility
- Staffing plan and organizational chart for on-site team
- Approach to client consultation and event planning process
- Plan for coordination with RedRock and the on-site Concessionaire, and compliance with site protocols

### 4.4 Licensing and Insurance

- Current City of Philadelphia business license (or ability to obtain prior to event)
- Food service permits and health department certifications
- General liability insurance (minimum \$1,000,000 per occurrence)
- Workers' compensation insurance
- Additional insured endorsement naming Philadelphia Soccer 2026

### 4.5 Pricing

This RFP accepts proposals based on a contingent fee model only. Please outline your proposed contingency percentage and the basis on which it is calculated (e.g., total event spend, vendor contracts secured, cost savings achieved).

Sample pricing should be submitted for the following three event scenarios:

- **Scenario A:** Casual reception for 50 guests (light fare, minimal decor)

- **Scenario B:** Mid-range corporate event for 100 guests (buffet, standard decor)
- **Scenario C:** Premium event for 75 guests (plated dinner, full floral and decor package)

For each scenario, please include your contingency percentage, the estimated base it would be applied to, and the projected total fee.

Note: Beverage service is excluded from vendor pricing. All beverages are managed by the on-site Concessionaire.

## 5. SUBMISSION INSTRUCTIONS

- Deadline: April 9, 2026, 10:00 PM Eastern Time
- Format: Single PDF document, submitted via email
- Email: [procurement@philadelphia2026.com](mailto:procurement@philadelphia2026.com)
- Subject Line: “RFP Response – FIFA Fan Festival Hospitality Event Space – [Company Name]”
- Page Limit: 20 pages maximum (excluding appendices and sample menus)
- Page Size: 8.5” x 11” (letter), 12pt minimum font

## 6. QUESTIONS

All questions regarding this RFP must be submitted in writing to [procurement@philadelphia2026.com](mailto:procurement@philadelphia2026.com) by April 2, 2026. Verbal questions will not be accepted.

Responses to all questions received will be compiled and distributed to all prospective respondents by April 6, 2026. Individual responses to questions will not be provided.

Respondents should direct all communications regarding this RFP to the Point of Contact identified on the cover page. Contact with any other PS2026 staff member regarding this RFP may result in disqualification.

## 7. TERMS AND CONDITIONS

- Philadelphia Soccer 2026 reserves the right to reject any or all proposals.
- Philadelphia Soccer 2026 reserves the right to negotiate terms with any respondent.
- This RFP does not commit Philadelphia Soccer 2026 to award a contract or pay any costs incurred in the preparation of a proposal.
- The selected vendor will be required to execute a formal contract with Philadelphia Soccer 2026 prior to commencing work.
- Philadelphia Soccer 2026 is a 501(c)(3) nonprofit organization. The selected vendor should be prepared to work within a nonprofit procurement framework.
- Philadelphia Soccer 2026 is committed to working with vendors who reflect the vibrant diversity of our city. Respondents are encouraged to describe any relevant diversity, equity, and inclusion practices or certifications.

*Philadelphia Soccer 2026 is a 501(c)(3) nonprofit organization and the Local Host Committee for FIFA World Cup 26 in Philadelphia.*