

**Request for Qualification  
Surf City Nights Market Manager  
Huntington Beach Downtown Business Improvement District**

The Huntington Beach Downtown Business Improvement District (HBDBID) is seeking a qualified Market Manager for Surf City Nights, a weekly event held in Downtown Huntington Beach. Interested parties are asked to submit their Statement of Qualifications by **Monday, May 5, 2024 by 8am.**

The Market Manager will be an independent contractor responsible for permitting, booking, confirming, and managing vendors, and liaising with appropriate City/County departments and contractors while on-site during the event. Billing is not included in the Market Manager's list of responsibilities and no money will be handled by this person.

**About the Huntington Beach Downtown Business Improvement District (HBDBID)**

The HBDBID represents the combined interests of businesses within the Downtown Huntington Beach business district. Its goal is to increase year-round visitation and patronage of its member businesses through successful and engaging marketing and events.

**About Surf City Nights**

Held every Tuesday year-round (weather permitting), Surf City Nights takes place on the first three blocks of Main Street in downtown Huntington Beach, directly across from the Huntington Beach Pier. The event includes a Certified Farmers Market, live entertainment, and vendors selling prepared foods and handmade, local products.

**Market Manager Requirements**

The successful Market Manager will have the following knowledge and experience:

- Minimum 2 years of experience managing markets in the Greater Orange County/Los Angeles area
- Ability to manage approximately 100 vendors and 5,000 guests on a weekly basis
- Ability to be on-site every Tuesday from 1:45 pm to 10:30 pm, year-round
- Experience working with a non-compete clause with brick & mortar businesses directly affected by the market when sourcing new vendors
- Experience managing Certified Farmers Markets
- Familiarity with Department of Agriculture requirements
- Familiarity with Orange County Health Department requirements
- Experience and relevant knowledge working with City government Public Safety and Public Works for events held on a public street
- Ability to source, screen, and book live entertainment. Familiarity with ASCAP licensing.

**Contact Info**

For questions regarding this RFQ, please email [info@hbdownatown.com](mailto:info@hbdownatown.com). The final decision for this position rests with the HBDBID Board of Directors.

**Timeline and Submissions**

RFQ submissions are due by **May 5, 2024 at 8am**. The HBDBID Board of Directors is seeking to complete this contract as soon as possible, but will be conducting a thorough review of qualifications prior to making the final decision. A deadline for this decision has not been set at this time.

To submit your RFQ, email your list of qualifications and financial requirements to [info@hbdownatown.com](mailto:info@hbdownatown.com). Please include a list of current markets that you manage.