



## 2022 Call for Event Vendors

Thank you for showing interest in becoming a vendor for City of Thunder Bay Produced Events.

The City of Thunder Bay strives to deliver high quality event experiences for our patrons. This includes products and services that enhance or complement our events. Two types of vendor opportunities exist:

1. **Vendor Space** - Vendors may pay a vendor fee (and site service fee if applicable) to sell their products or services to event patrons.
2. **Event Service** - Vendors may be contracted by City to provide free/discounted products or services to event patrons.

Vendors and service providers\* interested in participating in City of Thunder Bay events are required to provide **all** of the following items in order to be considered for placement at City events:

- Call for Vendor form** completely and accurately filled in
- an **electronic file of proposed service or goods for sale at the event**

All applicants **must** provide the Call for Vendors form, and pricing in digital format even if the vendor has participated in City events in previous years.

I release the right to the City of Thunder Bay to use all or a portion of any visual or text material submitted as part of this application for promotional purposes which may include, but is not limited to; social media, radio/TV promotion or commercials, or on-site use.

Name \_\_\_\_\_ Date \_\_\_\_\_

\*please note that food vendors, fireworks providers and local artists are required to apply through separate processes.

Please check **all** available events for which you are interested in being a vendor. If you are no longer available for the date(s) you have indicated when booking occurs, your booking offer may be withdrawn.

	Event	Date	Fee	Site Services Fee* (electricity, water; disposal of grey water, garbage and recycling)
<input type="checkbox"/>	Canada Day on the Waterfront	Monday, July 1	\$250	\$50
<input type="checkbox"/>	Live on the Waterfront (First Half of Season)	Wednesdays, July 13- July 27	\$480.00	\$100
<input type="checkbox"/>	Live on the Waterfront (Second Half of Season) + Live on the Waterfront Matinee Performance (Children’s Concert)	Wednesdays, August 3-31	\$800.00	\$100
<input type="checkbox"/>	SnowDay on the Waterfront	Monday, February 23, 2023	\$150.00	\$50
<input type="checkbox"/>	Other – TBD Willing to receive requests to participate in other city events.	TBD	TBD	TBD

*\*Site Service Fee only applicable to vendors with products or services that require electricity or water and/or create waste water, garbage or recyclables.*

**Questions/Inquires:**

All questions and inquiries regarding this *Call for Vendors* must be directed in writing only to [culture@thunderbay.ca](mailto:culture@thunderbay.ca).

***All applications are due by 4:00pm on Friday, May 13, 2022  
and must be emailed to: [culture@thunderbay.ca](mailto:culture@thunderbay.ca)***

## The following are the general requirements to become a vendor:

- Enter into and abide by the Vendor Contract provided by the City of Thunder Bay.
- Pay vendor fee(s) for all selected events. These fees are set by the City of Thunder Bay and must be paid in advance of the event date(s).
- **Maintain \$5,000,000 General Liability and Automobile Liability insurance.** Proof of Liability Insurance listing the City of Thunder Bay as an additional insured for the purpose of your participation in the event must be provided on the City of Thunder Bay Certificate of Insurance Form.\*
- Obtain and provide current copies off all relevant licenses, certifications, permits and inspections, including but not limited to: Equipment Certifications/Inspections (i.e. TSSA).\*
- Pay vendor and applicable site services fee(s) for selected events where vendor is selling product/service to event patrons. These fees are set by the City of Thunder Bay and must be paid in advance of the event date(s).

*\*Selected vendors will be required to provide these items prior to entering into a contract with the City for the event date(s) that they are offered. Additional items may be required and the City reserves the right to require higher insurance coverage where justified by the activity being offered.*

## The following may be considered by the City of Thunder Bay in selecting vendor(s) for each available event:

- Incomplete and/or late applications may not be considered
- Pricing (must be firm for the duration of the contract), Uniqueness, Variety of items, Local products
- Availability
- Vendor Track Record: History of the Firm, Successes, Complaints, Payment history (if applicable)
- Compliance to Requirements: Quality and completeness of submission
- Event needs: Number of vendor spaces, Range of products & pricing, site infrastructure, event-specific products (i.e. Kites for Kite Festival).

Preference may be given to vendors that:

- a) Have a mandate, services, products and/or programming relevant to the selected event(s).
- b) Offer value-added to the selected event(s) in the form of on-site activities and/or products relevant to the selected event and its patrons.
- c) Support sustainable practices, products, and local products (i.e. environmentally friendly packaging, etc.)
- d) Offer value-added to the event(s) in the form of in-kind and/or cash sponsorship.\*

*\*Vendors interested in sponsorship opportunities must receive written confirmation from the City that their proposed in-kind/cash contribution is eligible to be considered an Events Sponsorship. For more information, please request a sponsorship package from [culture@thunderbay.ca](mailto:culture@thunderbay.ca)*

## Please note:

- The City has sole discretion to accept or reject applications (i.e. booths or activities promoting political/religious groups or values and activities/products not appropriate for a family audience will not be allowed.)
- Fundraising activities that do not include an event-relevant product or service, i.e. raffles, draws, or ticket sales for other events and activities, will not be accepted.
- Vendor selection decisions made by the City Events Staff with the advice of the Events Advisory Committee are final.
- Vendor opportunities are limited and may not exist at all events listed above.
- The City at its sole discretion reserves the right to seek additional event vendors at any or all events.
- The City at its sole discretion reserves the right to enter into a contract with any vendor(s) to provide free or discounted product/service to event patrons.
- While participating as a vendor at City events, vendors are to conduct themselves in a professional manner that is suitable for a family venue. All selected vendors will be required to sign and abide by the City's Vendor Code of Conduct.
- The City Events staff will determine vendor placement on each event site and date. Vendor placement is not guaranteed to be consistent from year to year or event to event. Vendor placement decisions of City Events Staff are final and to be respected.

# Vendor Contact Details

Name of Vendor \_\_\_\_\_

Product(s)/Service(s) \_\_\_\_\_

**Contact Name** \_\_\_\_\_

Phone (Work) \_\_\_\_\_ (Home) \_\_\_\_\_

(Cell) \_\_\_\_\_ (Email) \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_

**Alternate Contact Name** \_\_\_\_\_

Phone \_\_\_\_\_ (Cell) \_\_\_\_\_

Links to website and social media accounts (Facebook, Twitter, Instagram)

Describe products/services in detail:

Site Service needs (electrical, water, etc.)

*Can vendor booth operate without electrical/water hook-ups upon request?* Yes / No

Pricing:

1. Provide price(s) for products/services to be sold to event patrons
2. Provide fee(s) for City to contract vendor to provide free/discounted products or services

Offered City of Thunder Bay Events Sponsorship Contribution: