



2023 Call for Event Vendors

The City of Thunder Bay is inviting event vendors to apply to participate in the city's annual Recreation & Culture Events series. Event vendor opportunities include over 20 event dates. All events are free to the public and collectively draw tens of thousands of attendees.

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 the 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:

1. This **"Call for Event Vendors" form**, completely and accurately filled in.
2. 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.

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.*

All applications are due by
4:30 pm on Friday, April 28, 2023
and must be emailed to: culture@thunderbay.ca

City of Thunder Bay – Recreation & Culture Events Series

Please check **all** available events for which you are interested in being an event 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	Vendor Fee	Site Services Fee* (electricity, water, disposal of grey water, garbage & recycling)
<input type="checkbox"/>	Quest	May 12/13/14	\$375	\$50
<input type="checkbox"/>	Kite Festival Extended	June 3/4	\$750	\$50
<input type="checkbox"/>	Canada Day on the Waterfront	July 1	\$750	\$50
<input type="checkbox"/>	Teddy Bears Picnic	July 11	\$350	\$50
<input type="checkbox"/>	Live on the Waterfront (First Half of Season)	July 12, 19, 26, August 2	\$625	\$100
<input type="checkbox"/>	Live on the Waterfront (Second Half of Season)	August 9, 16, 23, 30	\$625	\$100
<input type="checkbox"/>	Movie Nights in the Parks	August 10, 17, 24, 31	\$156.25 each	\$100
<input type="checkbox"/>	Culture Days	September 23	\$150	\$50
<input type="checkbox"/>	SnowDay on the Waterfront	February 19, 2024	\$150	\$50
<input type="checkbox"/>	Other - 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.*

- 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.

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:

- Have a mandate, services, products and/or programming relevant to the selected event(s).
- 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.
- Support sustainable practices, products, and local products (i.e. environmentally friendly packaging, etc.)

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 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.

Questions/Inquires:

All questions and inquiries regarding this *Call for Vendors* must be directed in writing only to culture@thunderbay.ca.

Vendor Contact Details

Name of Vendor _____

Product(s)/Service(s) _____

Primary Contact Name _____

Phone (Work/ Cell/ or Home) _____

Email _____

Address _____

Postal Code _____

Alternate Contact Name _____

Phone (Work/ Cell/ or Home) _____

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

Describe products/services in detail:

Site Service needs (electrical, water, etc.):

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

Additional information required (to be sent in electronic file):

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