



2023 Call for Food Vendors

The City of Thunder Bay is inviting Food Vendors to apply to participate in the city's annual Recreation & Culture Events series. 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 refreshment options that offer a wide spectrum of menu and price choices and allow patrons to enjoy their favourite event foods as well as non-traditional options.

Food Vendors interested in participating in City of Thunder Bay events are required to provide the following items in order to be considered:

1. This **"Call for Food Vendor" form**, completely and accurately filled in.
2. An electronic file of **proposed menu(s) and pricing** to be offered at each event.

The following are general requirements to become a vendor:

- Enter into and abide by the Food Vendor Contract provided by the City of Thunder Bay.
- Pay food 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).
- Follow the Thunder Bay District Health Unit Special Event rules and regulations; this also includes filling out a Special Event Vendor Form at: http://www.tbdhu.com/health-topics/food-safety/special_events_food_vendor.
- Maintain a minimum of **\$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: Refreshment Vehicle License, Thunder Bay Fire Recue Registration Tag, and Equipment Certifications/Inspections (i.e. TSSA).*

**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.*

All applications are due by
4:30 p.m. on Friday, April 28, 2022
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 a food 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**
<input type="checkbox"/>	Quest	May 12/13/14	\$375
<input type="checkbox"/>	Kite Festival Extended*	June 3/4	\$750
<input type="checkbox"/>	Canada Day on the Waterfront*	July 1	\$750
<input type="checkbox"/>	Teddy Bears Picnic	July 11	\$350
<input type="checkbox"/>	Live on the Waterfront (First Half of Season)*	July 12, 19, 26, August 2	\$625
<input type="checkbox"/>	Live on the Waterfront (Second Half of Season)*	August 9, 16, 23, 30	\$625
<input type="checkbox"/>	Movie Nights in the Parks	August 10, 17, 24, 31	\$156.25 each
<input type="checkbox"/>	Culture Days	September 23	\$150
<input type="checkbox"/>	SnowDay on the Waterfront	February 19, 2024	\$150
<input type="checkbox"/>	Other - Willing to receive requests to participate in other city events	TBD	TBD

*Vendor fee includes vendor space as well as all site services such as electricity & water; grey water, garbage and recycling disposal.

**Fees are subject to change.

- 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.

City of Thunder Bay Parks & Open Spaces

The following additional opportunities may exist in association with activities in City Parks in 2023/2024. These opportunities are separate from the City of Thunder Bay Recreation & Culture Events series and are administered by the Parks & Open Spaces Division. Vendors who express interest in these opportunities will be contacted by the Parks & Open Spaces Division to discuss further details.

	Potential Opportunity	Dates	Vendor Fee*
<input type="checkbox"/>	Chapples North Park (loop road)	May to Oct / 7 days a week	\$50/day
<input type="checkbox"/>	Boulevard Lake	May to Oct / 7 days a week	\$50/day
<input type="checkbox"/>	Northwood Playfield	May to Oct / 7 days a week	\$50/day
<input type="checkbox"/>	Vickers Park Skating Trail	December to March / 7 days a week	\$50/day
<input type="checkbox"/>	Pool 6 Cruise Ship area	To be determined as schedule is set	\$50/day

*Agreement signing fee determined by Parks & Open Spaces for vendors interested in multiple dates.

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
- Menu, pricing (must be firm for the duration of the contract), Uniqueness, Variety of items, Commitment to Healthy Eating, Local growers or products
- Availability
- Vendor Performance Report (if applicable): History of the Firm, Successes, Complaints, Payment history
- Compliance to Requirements: Quality and completeness of submission
- Event needs: Range of products & pricing, number of vendor spaces, site infrastructure, event-specific products (i.e. popcorn for movie nights, ice cream/cold treats for mid-summer events, hot drinks for fall/winter events)
- Support sustainable practices, products, and local foods (i.e., locally farmed foods, environmentally friendly packaging, etc.)
- Have a strong presence on social media or the community would promote the event

Please note:

- Vendor selection decisions made by City Events Staff with the advice of the Thunder Bay District Health Unit will be final
- The City at its sole discretion will reserve the right to seek additional event vendors at any or all events if required
- While participating as a food 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 Food Vendors* must be directed in writing only to culture@thunderbay.ca.

Food Vendor Contact Details

Name of Vendor _____

Type of Food _____

Contact Name _____

Phone (Work) _____ (Home) _____

(Cell) _____ (Email) _____

Address _____

City & Province _____ Postal Code _____

Alternate Contact Name _____

Phone _____ (Cell) _____

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

How the menu reflects the Healthy Options Guidelines described on page 5 (if applicable):

Site Service needs for standard set-up (electrical, water, etc.):

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

Additional information:

Healthy Menu Options Recognition Program

As part of a series of projects to improve community well-being, The City of Thunder Bay and the Thunder Bay District Health Unit (TBDHU) have started an initiative to increase the accessibility of healthy foods at city events and recognize vendors that offer healthy options. Vendors are encouraged to incorporate healthy meals, snacks and beverages into their menu. As a tool for the public, TBDHU supported signs will be provided to vendors that offer healthy menu options. These signs can be placed in a visible location at vendors to inform the public about the number of healthy options that are available on the menu. Please see picture below as an example. Additionally, 'healthy option' stickers will be provided to vendors to highlight the healthy menu items. For more information on what foods and beverages are considered healthy please see **Appendix A**.



THIS VENDOR SERVES...

____ HEALTHY FOOD OPTIONS

____ HEALTHY BEVERAGES

Look for this sticker on the menu!



THIS VENDOR SERVES...

4 HEALTHY FOOD OPTIONS

3 HEALTHY BEVERAGES

Look for this sticker on the menu!



*Note: Design subject to change. Signage will be letter-sized.

Appendix A

To be considered a healthy meal/snack, the menu item should meet the following criteria:

- Contain minimally processed foods, such as those outlined in Canada’s Food Guide¹. Please see table 2 below for more information.
- Include at least one Vegetables and Fruit serving for meals.
- Have lower amounts of added sugar, salt, and saturated fat.

Some examples of appropriate healthy meals and snacks include:

Table 1. Healthy Meal and Snack Examples

Meals	Snacks
<ul style="list-style-type: none"> -Shredded chicken or un-breaded fish tacos with whole-wheat tortillas and vegetables/salsa -Whole wheat crust pizza with low-sodium tomato sauce, cheese and vegetables - Veggie burger (not deep fried) with whole wheat bun, vegetable toppings and unprocessed cheddar cheese -Vegetable curry with brown rice and tofu -Whole wheat pita filled with falafel and vegetables 	<ul style="list-style-type: none"> -Fresh fruit -Unsalted mixed nuts -Low sodium tortilla chips and salsa -Air-popped, unsalted, unbuttered popcorn -Hummus and whole-wheat crackers or vegetables - Baked whole wheat bannock with peanut butter

Beverages

Drinking water is a healthy beverage option available at city events. Other healthy beverage options are:

- Unsweetened tea and coffee
- White milk, plant based milk
- Low sodium vegetable juice
- Plain coconut water (unsweetened)

Beverages with added sugar and sweeteners are not considered healthy options. These include:

- Diet and regular pop
- Sweetened iced tea, energy drinks, and sports drinks
- Flavoured or vitamin water
- Chocolate milk
- 100% fruit juice

¹ Note: Changes to the Canada’s Food Guide went into effect January 22, 2019. For the purpose of these guidelines, the criteria for healthy options follow are based the following three food groups: *Vegetables and Fruits; Grain Products; and Protein Foods.*

Below are the nutrition guidelines used to determine what menu items will be labeled as healthy. These guidelines have been adapted from the Student Nutrition Program (SNP) guidelines.

Table 2. Nutrition Guidelines for Healthy Vendors

	Counts as a healthy ingredient	Does not count as a healthy ingredient
Vegetables and Fruit	Fresh, frozen, canned or dried fruits and vegetables with no added sugar or sauce	Fruit and vegetable products that have been fried or have added sugar and/or salt
Grain Products	Whole grain, whole wheat or bran is first on the ingredient list Sugar is $\leq 8\text{g}$ per 30g serving Sodium (salt) $\leq 140\text{mg}$ per reference amount	Enriched white flour, added sugar (e.g. chocolates, candies, marshmallows, sugar-coated), high in sodium (e.g. salted/buttered popcorn, pretzels, tortilla chips)
Protein Foods	Plain, unsweetened milk and fortified soy beverage Plain yogurt products Hard and soft, non-processed cheese made from pasteurized milk	Unpasteurized milk or dairy products Hot chocolate and milk shakes Processed cheese slices
	Pasteurized, cooked eggs and plain egg products Nuts/seeds and nut/seed butters with no additional flavors (i.e. salt, sugar) Canned or dried beans, lentils, peas, drained and rinsed or low in sodium, or hummus or other bean dips Tofu, tempeh, textured vegetable protein, veggie burgers and meatballs Fresh, frozen or canned fish with no breading, sauces, salt or seasonings unless added on-site Plain fresh, frozen or precooked meats	Nuts, seeds and/or beans with added flavors, sauces, sugar, salt (i.e. canned baked beans in molasses) Simulated meat alternatives and meat alternatives that come breaded and fried Breaded, battered or fried meat or fish; prepared/processed/cured meats; deli meats
Minor Ingredients	Can be used in small amounts and served on the side when necessary, or used in the preparation of mixed dishes (e.g. condiments, salad dressings, jam/jelly, cooking oils)	

For more information regarding these criteria and other questions related to this initiative, please contact the Thunder Bay District Health Unit at 625-5900.