



# 2021 Call for Event Vendors

Thank you for your 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 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:

- A completed **Call for Event Vendors form** that has been accurately filled in; and
- An **electronic file of proposed services or goods for sale** at the event.

*All applicants **must** provide the Call for Event Vendors form - and pricing list(s) - in digital format, even if the vendor has previously participated in City-produced events.*

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*By signing below:*

The participant(s) agree(s) to indemnify and hold harmless the City of Thunder Bay, its councillors, employees, officers, agents, and assigns against any claim or demand for loss, liability, or damage, including but not limited to claims for property damage, personal injury, bodily injury including death, costs (including all legal costs), suits, or proceedings that arise directly or indirectly out of, or are attributable to, the participant(s)' negligence in connection with his/her/their participation at the event.

The participant(s) release(s) 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 (Print) \_\_\_\_\_

Date (DD/MMM/YYYY) \_\_\_\_\_

Signature \_\_\_\_\_

*\*Food vendors, fireworks providers, and local artists are required to apply through separate processes.*

Events may be spread throughout the city at multiple locations, please note that not all locations will have access to water and power. You may be required to be self contained.

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 If you are no longer available for the date(s) indicated below when the booking occurs, the booking offer may be withdrawn.

Event		Location	Date(s)	Vendor Fee*
<input type="checkbox"/>	Canada Day	TBD	Thursday, July 1, 2021	TBD
<input type="checkbox"/>	Live	TBD	Wednesdays July 14 & 28, 2021 August 11 & 25, 2021	TBD
<input type="checkbox"/>	Movie Nights in the Park (Family Series)	TBD	2 – 4 Dates TBD	TBD
<input type="checkbox"/>	Culture Days	TBD	TBD	TBD
<input type="checkbox"/>	SnowDay on the Waterfront	TBD	Monday, February 21, 2022	TBD
<input type="checkbox"/>	Other – TBD <i>Willing to receive requests to participate in other City events</i>	TBD	TBD	TBD

\*\*\* Please be advised dates are not confirmed and may change. \*\*\*

\* The **Site Services Fee** includes electricity and water, as well as disposal of grey water, garbage, and recycling. Please note that this fee is only applicable to vendors with products or services that require electricity or water and/or create waste water, garbage, or recyclables. Some locations may not have access to water or power, fees will reflect this in unserviced locations that will be required to be self-contained. Fees will be confirmed and communicated to interested vendors as event plans are finalized, as informed by COVID-19 protocols anticipated to be in place at the time of the event(s).

**Please be advised that applying to this Call For Event Vendors is dependant on in-person events occurring and on the Ontario Government regulations due to COVID-19.**

#### Questions/Inquiries:

All questions and inquiries regarding this form must be directed in writing to [culture@thunderbay.ca](mailto:culture@thunderbay.ca).

**Applications are due by 4:00 p.m. on Friday, February 26, 2021  
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 \$2,000,000 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 (e.g. 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:**

- Availability.
- Compliance to requirements, including quality and completeness of submission.
- Vendor track record, including successes, complaints, payment history, etc. (if applicable).
- Pricing (must be firm for contract duration), uniqueness, variety of items, and local products.
- Event needs, such as number of vendor spaces, range of products and pricing, site infrastructure, and event-specific products (e.g. kites for Kite Festival).
- Incomplete and/or late applications may not be considered.

**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 (e.g. environmentally friendly packaging)
- 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 (e.g. 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 will not be accepted, e.g. raffles, draws, or ticket sales for other events and activities.
- Vendor opportunities are limited and may not exist at all events listed above.
- Vendor selection decisions made by the City Events Staff with the advice of the Public Art Committee are final.
- 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):

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

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**Vendor Contact Name:**

Phone Number:

Email:

Vendor Address:

Postal Code:

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Describe products/services in detail (attachments allowed):

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

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

Pricing (attachments allowed):

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 Contribution to City of Thunder Bay Events Sponsorship:

*Please include a value of \$0 if not applicable.*      \$