



2021 Call for Food Vendors

Thank you for your interest in becoming a food vendor for City of Thunder Bay-produced events.

The City of Thunder Bay strives to deliver high quality event experiences both in-person and virtual for our patrons. This includes refreshment options that offer a wide spectrum of menu and price choices, as well as non-traditional options, and allow patrons to enjoy their favourite event foods.

Food vendors 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 Food Vendors form** that has been accurately filled in; and
- An **electronic file of proposed menu(s) and pricing** to be offered at each event.

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

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 (Type):

Questions/Inquiries:

All questions and inquiries regarding this form must be directed in writing to culture@thunderbay.ca.

**Applications are due by 4:00 p.m. on Friday, February 26, 2021
and must be emailed to: culture@thunderbay.ca**

With ongoing uncertainty due to the COVID-19 Pandemic, we are looking at a hybrid approach to events in 2021 that may include both smaller-scale in-person activities and broader virtual experiences. We are looking for food vendors that are interested and have the ability to provide service to one or both approaches as described below:

In-person opportunities may be spread throughout the city at multiple locations with limited gathering sizes. Please note that not all locations will have access to water and power. Food vendors for unserviced locations will be required to be self-contained.

For virtual events, we are looking for food vendors who would be able to offer take-out options in coordination with our events. This includes offering delivery/pick-up of food and beverages, and vendors are encouraged to create special items or menus for events. The City of Thunder Bay will promote participating vendors and a curated menu based on food options available from food vendors.

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 If you are no longer available for the date(s) indicated below when the booking occurs, the booking offer may be withdrawn.

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

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

* The **Vendor Fee** for on-site events includes the assigned vendor space and all site services, including electricity and water, as well as disposal of grey water, garbage, and recycling. 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.

* The **Vendor Fee** for virtual events includes marketing and advertising of food promotion and menu.

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).

The following additional opportunities may exist in association with sport activities in City Parks throughout 2021. **These opportunities are separate from the City of Thunder Bay-produced Events and are administered by the Parks & Open Spaces Division.**

Vendors who express interest in these opportunities may be contacted by the Parks & Open Spaces Division to further discuss details.

Potential Opportunity		Date(s)	Vendor Fee
<input type="checkbox"/>	John Jumbo Playfield – Soccer Fields	<i>Tuesdays & Thursdays</i> May 11 to June 24, 2021 5:00 p.m. to Park Close	\$50 per day
<input type="checkbox"/>	Northwood Playfield – Soccer Fields	<i>Mondays & Wednesdays</i> May 10 to June 23, 2021 5:00 p.m. to Park Close	\$50 per day
<input type="checkbox"/>	Boulevard Lake	<i>7 days a week</i> June 25 to September 6, 2021 10:00 a.m. to 9:00 p.m.	\$50 per day

The following are the 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’s (TBDHU) Special Event rules and regulations, which also includes the completion of TBDHU’s **Special Event Vendor Form**: www.tbdhu.com/health-topics/food-safety/special_events_food_vendor.
- **Maintain a minimum of \$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: Refreshment Vehicle License.*

**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.*

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).
- Menu: pricing (must be firm for contract duration), uniqueness, variety of items, Commitment to Healthy Eating (*additional information included below*), and local growers or products.
- Event needs, such as number of vendor spaces, range of products and pricing, site infrastructure, and event-specific products (e.g. popcorn for movie nights, ice cream/cold treats for mid-summer events, hot drinks for fall/winter events).
- Incomplete and/or late applications may not be considered.

Preference may be given to vendors that:

- Support sustainable practices, products, and local foods (e.g. locally farmed foods, 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.*

Please note:

- 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 food vendors at any or all events, if required.
- 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.

Healthier Vendor Menu 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) will continue with their initiative to increase the accessibility of healthy foods at City-produced events and visibly recognize vendors that offer healthy options. As such, vendors are encouraged to incorporate healthier meals, snacks, and beverages into their menu.

To inform consumers, TBDHU will provide signage (*Figure 1*) to vendors that offer healthy menu options. These signs indicate that the vendor provides healthier options. 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 'healthier,' please see Appendix A.



Figure 1

Check this box if you are interested in being contacted by a Public Health Nutritionist to learn more about this program or for additional healthier menu item ideas.

**Note: Design subject to change. Signage will be on a chloroplast board that will be staked into the grass by vendor menu boards.*

Appendix A

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

- Contain minimally processed foods, such as those outlined in Canada’s Food Guide.¹ *Please see Table 2 below for more information.*
- Include at least one Vegetables or Fruit serving for meals.
- Have lower amounts of added sugar, salt, and saturated fat.

Table 1: Examples of Healthier Meals & Snacks

Meals	Snacks
<ul style="list-style-type: none"> • Shredded chicken or unbreaded 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 and vegetable toppings • 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 • Air-popped, unsalted, unbuttered popcorn • Hummus and whole-wheat crackers or vegetables • Baked whole wheat bannock with blueberries
<p>Healthier Beverages</p>	
<p>Drinking water is a healthier beverage option available at City-produced events. Some other healthier beverage options are listed below.</p> <ul style="list-style-type: none"> • Sparkling/carbonated water without added sugar (natural flavouring okay) • White milk • Unsweetened tea and coffee • Low sodium vegetable juice • Plain coconut water (unsweetened) • Fortified soy beverage without flavouring <p>Beverages with added sugar and sweeteners are not considered healthier options.</p>	

¹ Note: Changes to the Canada’s Food Guide went into effect January 22, 2019.

Table 2: Nutrition Guidelines

Items are considered “healthier” if they are made from minimally processed ingredients. Examples are provided in the table below.

FOOD ITEM	HEALTHIER INGREDIENTS	NOT HEALTHIER INGREDIENTS
Vegetables & 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 Sodium (salt) ≤ 140mg 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	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, 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 Plain, unsweetened milk and fortified soy beverage Plain yogurt products Hard and soft, non-processed cheese made from pasteurized milk	Nuts, seeds and/or beans with added flavors, sauces, sugar, salt (e.g. canned baked beans in molasses) Simulated meat alternatives and meat alternatives that come breaded and fried Breaded, battered or fried meat or fish Processed/cured meats (e.g. deli meat) Unpasteurized milk or dairy products Hot chocolate and milk shakes Processed cheese slices
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 Sarah Burnett, Public Health Nutritionist: sarah.burnett@tbdhu.com or Vincent Ng, Public Health Nutritionist: vincent.ng@tbdhu.com.

Food Vendor Contact Details

Name of Food Vendor:

Type of Food:

How the menu reflects the Healthier Vendor Menu Recognition Program guidelines, if applicable:

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

Vendor Contact Name:

Phone Number:

Email:

Vendor Address:

Postal Code:

Site service requirements for standard set-up (electrical, water, etc.):

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

Offered Contribution to City of Thunder Bay Events Sponsorship:

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