



New Year's Eve 2023 Service Providers | Expression of Interest

Expression of Interest - New Year's Eve Service Providers Needed

Introduction

The Town of Canmore is excited to celebrate the start of the New Year at the Canmore Recreation Centre from 5 p.m. – 8 p.m. on December 31.

We are seeking expressions of interest for the following service providers and event support:

- Skate and helmet rentals
- Indoor and outdoor food vendors
- Community non-profit organizations

Details regarding what should be included in your expression of interest based on your service area are outlined below.

Event Details

Town of Canmore | New Year's Eve Celebration

Date: December 31, 2023

Time: 5 p.m. – 8 p.m.

Location: Canmore Recreation Centre, 1900 8 Ave, Canmore, AB T1W 1Y2

Activities: DJs and dancing, photobooths, crafts, skating, live local music, food vendors, pyrotechnics show.

Service Provider Requested: Skate and Helmet Rentals

We are seeking to provide the public with helmet and skate rentals for a range of ages from young children to adults, for the open skate from 5 p.m. – 8 p.m. at the Canmore Recreation Centre. The vendor will not be paid by the Town of Canmore; however, the selected vendor will earn all income from the rental sales.

Please include the following information in your expression of interest:

- Name of your company
- Where you are located
- Number of years your business has been in service
- Description of the items you have available for rent along with quantities
- Price point for your rentals



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Service Provider Requested: Food Vendors

We are looking to provide local food options both inside and outside of the Canmore Recreation Centre. Vendors will not be paid by the Town of Canmore, however, will earn all income from sales.

Indoor Food Vendors: must require minimal set up and have ready-made food items, such as candied popcorn, baked goods, sweet/savory items that require minimal to no prep. Power is available indoors, however we are seeking vendors who have the means to keep their food warm or cold independently and with little service. Indoor food providers will be located in the lobby of the Canmore Recreation Centre.

Outdoor Food Vendors: we are looking for local food truck vendors who have winterized set ups and can commit to the times of the event and must be prepared for the nature of winter food vending (weather conditions, snow, cold, etc.). Vendors must be self-contained and can provide food options that require preparation. Outdoor food providers will be located outside the main entrance of the Canmore Recreation Centre.

Please include the following information in your expression of interest:

- Name of your company
- Where you are located
- Number of years your business has been in service
- Description of the food options you have available
- Description of the price point(s) for your food options
- Description of your waste management processes and your environmental plan

Information Requested: Community Non-Profit Organizations

We are seeking to involve local non-profit organizations with various supporting tasks for the New Year's Eve event. Tasks may include, but are not limited to, green team, traffic control, event information, wayfinding, set up/take down, etc. Selected organizations will be provided with an honourarium for their services.

Please include the following information in your expression of interest:

- Name of your organization
- Are you a non-profit?
- Where you are located
- Number of years your organization has been in service
- Description of your organization
- Please note tasks that are of interest



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Submission Instructions

Respondents are asked to submit responses via email by 4 p.m. MST on Nov. 22, 2023 to:

Cecelia Leddy
Cultural Development Coordinator, Arts & Events
Town of Canmore
artsandculture@canmore.ca