



New Year's Eve 2024 Service Providers | Expression of Interest

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

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:

- Food vendors
- Community non-profit organizations

Event Details:

Date: December 31, 2024

Time: 5 p.m. – 8 p.m.

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

Activities: This family-friendly event will include a DJ dance party, photoboosts, skating, live music, food, outdoor firepits and marshmallow roasting, and a pyrotechnics show at 8pm. Last year we saw over 3000+ attendees throughout the evening.

Service Provider Requested: Food Vendors

We are seeking a variety of local food vendors for the New Year's Eve Celebration and the Canmore Recreation Centre. Vendors will not be paid by the Town of Canmore, however, will earn all income from sales.

Indoor Food Providers: 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 hookups are available, however we are seeking vendors who require minimal power service. Indoor food providers will be located in the lobby of the Canmore Recreation Centre.

Outdoor Food Providers: We are looking for local food truck vendors who have winterized set ups and are 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
- Vendor ID (if applicable)

Vendors will be required to complete an [AHS Vendor Notification Form](#).



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Information Requested: Community Non-Profit Organizations

We are seeking involvement from local non-profit or community organizations with various supporting tasks for the New Year's Eve event. Tasks may include: green team, rink monitors (skates required), room attendants, firepit/marshmallow roasting station, set up/take down. 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 by 4 p.m. MST on Nov. 22, 2024 to:

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