

REQUEST FOR QUOTE



arctic development expo
northern realities • northern solutions

PHOTOGRAPHY

The Town of Inuvik is currently seeking a provider of photography services for the upcoming Arctic Development Expo taking place June 13-15, at the Midnight Sun Complex in Inuvik, NWT, Canada.

This is not a request for tenders or an offer. The Arctic Development Expo / Town of Inuvik are not bound to accept the proposal with the lowest quotes nor to accept any of the submitted proposals.

DEADLINE: All quotes must be received no later than 5:00 pm Friday, April 7, 2023

CONTACT

Jackie Challis, Director
Economic Development & Tourism
Town of Inuvik
jchallis@inuvik.ca
867.777.8632

SCOPE & TERMS OF REQUEST

Services Required:

The Arctic Development Expo and the Town of Inuvik are looking for a photographer for our 3 day event.

Proposal Timeline:

DATE	DEADLINE	DELIVERABLE	AGENT RESPONSIBLE
Friday, April 7, 2023	5:00 pm	Proposals Received	Proponent
Wednesday, April 12, 2023	5:00 pm	Selection of Proponent	Town of Inuvik (TOI)
Friday, April 14, 2023	5:00 pm	Contract Finalized	Proponent & TOI

Payment Terms:

The Town of Inuvik will pay upon completion of services rendered and after an invoice has been received following the event.

EVENT HOURS

DATE	TIME	LOCATION	EVENT
Monday, June 12	1:00 pm – 6:00 pm	Midnight Sun Complex	Registration, Tradeshow Set-Up, Volunteers
Monday, June 12	3:00 pm – 5:00 pm	Around Inuvik	Inuvik Innovation Tours
Monday, June 12	5:00 pm – 11:00 pm	Inuvik Golf Course	BBQ Dinner & Entertainment
Tuesday, June 13	7:00 am – 8:00 am	Back Room Mackenzie Hotel Restaurant	Mayor's Breakfast
Tuesday, June 13	7:30 am – 5:00 pm	Midnight Sun Complex	Registration, Conference, Expo Arena, Breakfast, Lunch, Networking Breaks, Public Admission, Youth Engagement Event
Tuesday, June 13	5:00 pm – 12:00 am	Curling Arena	Northern Themed Dinner & Cultural Showcase
Wednesday, June 14	7:30 am – 5:00 pm	Midnight Sun Complex	Conference, Expo Arena, Public Admission, Breakfast, Lunch, Networking Breaks, Public Admission
Wednesday, June 14	5:00 pm – 12:00 am	Curling Arena	Reception, Gala Dinner, Entertainment & Headline Comedian & Band

DUTIES & REQUIREMENTS

- Capture images of all speakers, presentations, and related conference sessions
- Capture images of all Keynote Speakers, VIP's, & local leadership
- Capture images of Expo Arena including a range of booths and exhibitors. Images should include both panoramic or "bird's eye view" of the Tradeshow as well as individual exhibitions
- Capture images in/and around the MSC including networking between attendees, exhibitors, delegates, volunteers, and other personnel
- Capture images that include conference host sponsorship banners and personnel
- Capture images of Delegates, VIP's, Exhibitors against Media Wall
- Capture images of sponsor signage, banners, & materials
- Capture images of youth and elders participating in the show
- Capture images during the Public Admission times during the Tradeshow
- Capture images at the Youth Engagement Event
- Capture images at the Mayor's Breakfast
- Capture images of volunteers working & at "down time" with peers
- Capture images of the registration area including staff interactions with delegates
- Capture images of Welcome BBQ & Reception at Golf Course
- Capture images of Mayor interacting with keynotes, sponsors, & other VIPs
- Capture images of each of the evening events to include but not be limited to: Inuvik Drummers & Dancers, local musicians and talent, and the headliner comedians and musicians
- Capture images of the food and beverage service to include shots that may be used to highlight the range, display, and set-up of servicing at the show
- Capture images of the tradeshow and conference set-up so as to highlight the Conference & Tradeshow capabilities of the Town of Inuvik and the Midnight Sun Complex

PROJECT DELIVERABLES

A digital collection of high-resolution photos to be provided to the Director of Economic Development & Tourism at the Town of Inuvik no later than 5:00 pm on Friday, June 30.

SELECTION CRITERIA

Each proposal will be reviewed by a committee of Town of Inuvik administration and personnel. Each proposal will be scored on a weighted scale based on the following:

- QUALITY OF PROPOSAL 25%
- PRICE 50%
- DEMONSTRATED CAPACITY 25%