



Call for Expressions of Interest

CASH BAR

ARCTIC ENERGY AND EMERGING TECHNOLOGIES
CONFERENCE & TRADESHOW
INUVIK NWT CANADA | JUNE 11 - 13
2018

The Town of Inuvik is currently seeking a provider of a cash bar for the upcoming Inuvik Arctic Energy and Emerging Technologies (AEET) Conference & Tradeshow taking place June 11-13, at the Midnight Sun Complex in Inuvik, Northwest Territories, Canada.

This is not a request for tenders or an offer. The Arctic Energy and Emerging Technologies Show / 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 Monday, April 30

CONTACT Jackie Challis, Director
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SCOPE & TERMS OF REQUEST

Services Required:

The Arctic Energy and Emerging Technologies Show (AEET) and the Town of Inuvik are looking for a community organization to provide a cash bar for the two evening events (Tuesday, June 12 & Wednesday, June 13).

Proposal Timeline:

DATE	DEADLINE	DELIVERABLE	AGENT RESPONSIBLE
Monday, April 30, 2018	5:00 pm	Proposals Received	Proponent
Wednesday, May 2, 2018	5:00 pm	Selection of Proponent	Town of Inuvik (TOI)
Friday, May 4, 2018	5:00 pm	Contract Finalized	Proponent & TOI

Payment Terms:

The Town of Inuvik agrees that the selected proponent will retain all profits from two cash bars.

EVENT HOURS

DATE	TIME	LOCATION	EVENT
Tuesday, June 12	5:00 pm – 12:00 am	Curling Arena	Dinner & Northern Cultural Showcase
Wednesday, June 13	5:00 pm – 12:00 am	Curling Arena	Dinner & Gala Evening with Band & Stand-Up Comedian

Selection Criteria

Each proposal will be reviewed by a committee of Town of Inuvik administration and personnel. The committee reserves the right to select any proponent as they see fit.

Consideration will be given to those organizations that can demonstrate the following:

- Demonstrated previous ability to host a similar event
- Strong volunteer & staffing ability
- Understanding of the volume and service requirements of a large event
- Ability to obtain all appropriate licenses and adhere to all associated policies, legal obligations, and regulations
- A robust and varied menu and selection

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