

## APPENDIX B - GARRISON NIGHT MARKET

### Application to be considered for Fredericton Tourism Food Truck / Food Trailer Services Vendor List

#### INTRODUCTION

The City of Fredericton is requesting expressions of interest from qualified vendors that are able to provide food truck/food trailer service for special events organized by Fredericton Tourism.

By applying to be on the vendor list, you are expressing an interest and you are assuring your business is known to the City of Fredericton's Tourism & Events division that is operating City events. Being on the list is not a guarantee that you will be hired. Preference will be given based on type of event to:

1. Locally sourced
2. Locally themed
3. Creative culinary
4. Ethnic diversity
5. Appropriate offering to the nature of the event
6. Use of non-harmful, non-plastic plates, and utensils including straws.

All Food Truck Vendors who wish to be on the vendor list must have:

- All licensing required by NB Health Department and be able to provide proof of licensing before event set-up.
- Two Million Dollars (\$2,000,000.00) in public liability insurance with the City of Fredericton named as additional insured. A Certificate of Insurance must be provided in advance of the event.

If selected, there will be a fee to attend events operated or organized by Fredericton Tourism. The number of Food Trucks or Food Trailers and fees will be determined based on the type of event and anticipated attendance.

Specifically at the Garrison Night Market:

Food truck vendors will be rotated with a goal of providing a mix of culinary diversity. Note: A separate application to vend at the Garrison Night Market will be required, *in addition to being an approved pre-qualified supplier through this process.*

The City has the right to insert or remove a supplier in the best interest of the Garrison Night Market, special programming or event. Past performance and ease of working with City staff will be taken into account when choosing a vendor for events.

The City of Fredericton will provide to the vendor, for Fredericton Tourism organized events:

- Garbage & recycling bags & receptacles (a dumpster to put the bags in during and after event).
- Fencing and or barricades as required
- Access to washrooms for the expected number in attendance
- Holding tote for grease waste.

Vendors must abide by the following or risk being removed from the vendor list:

1. Remove garbage & recycling during and at the end of the event to keep the area free of refuse.
2. **Single-use plastic water bottles will not be permitted for sale or distribution at city events.**
3. Dispose of oil and/or grey water in an acceptable manner (no dumping on the ground, it must be dispensed into approved containers provided by the City of Fredericton).
4. Adhere to hours set out by event organizer.
5. Reliability: being able to deliver the services when required.

#### EVALUATION

Upon receipt of the application, the City of Fredericton will conduct a review of the submission to verify the information and add qualified suppliers to an existing list of approved pre-qualified suppliers. **It is the sole responsibility of the Vendor to include in writing with their response to this expression of interest all the necessary information the review committee requires in order to properly evaluate each response.** During the evaluation, the City of Fredericton reserves the right to consult with any or all vendors to request more information about their system, qualifications, etc. The City shall make the final determination as to the acceptability of the vendor's offering and qualifications of the vendor in the determination as to whether the vendor will be added to the existing list of approved pre-qualified suppliers. The City of Fredericton provides no guarantees that any or all of those expressing an interest will be added to the existing list of approved pre-qualified suppliers and will receive an invitation to offer their services. The City of Fredericton reserves the right to change or terminate this process at any time, and to not award.

**QUERIES**

All questions relating to this EOI shall be directed to Megan Fortune: phone (506)470-4701 email: [garrisonnightmarket@fredericton.ca](mailto:garrisonnightmarket@fredericton.ca)

**Application to be considered for Fredericton Tourism  
Food Truck / Food Trailer Services Vendor List**

**Business Name:** \_\_\_\_\_

**Describe the type of food(s) that can be provided:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please identify how/if you can meet the preferred criteria of locally sourced, locally themed, creative culinary and/or ethnic diversity:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please provide material information on how you package/serve your products (take out containers/plates/utensils/straws/etc.):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Size of the mobile canteen (Please also attach a photo of the mobile canteen):**

- Check circle if the vendor can provide, if chosen:
- All licensing required by NB Health Department and be able to provide proof of licensing before event set-up.
  - Two Million Dollars (\$2,000,000.00) in public liability insurance with the City of Fredericton named as additional insured. A Certificate of Insurance must be provided in advance of the event.

**Business Address:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Please print or type name of person authorizing:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Return applications along with a photo of the mobile canteen & power connection by mail or in person to:

Fredericton Tourism  
371 Queen Street, Suite 101  
Fredericton, NB  
E3B 3T1

by E-mail to: [garrisonnightmarket@fredericton.ca](mailto:garrisonnightmarket@fredericton.ca)