



EXPRESSION OF INTEREST FOR  
FOOD SERVICES

January 8<sup>th</sup>, 2019

Thank you for your interest in Camrose Regional Exhibition & Agriculture Society. Please find below a short "About Us" narrative.

Camrose Regional Exhibition is a year round community organization, supported by volunteers that promote agriculture, trade, tourism, education and recreational events that benefit the economy and quality of life for everyone in the Battle River trading district. Our goal is to become the prime location in Battle River to host agricultural events, trade shows, and other special events.

As an agricultural society we are mandated to encourage improvement of agriculture and the quality of life of persons living in an agricultural community by developing programs, services and facilities based on the needs in the agricultural community.

Currently, CRE produces 3 CRE Signature events each year. These include: Canadian Bull Congress, Growing Rural Tourism, and Festival of Trees. CRE is home to a major festival in August - Big Valley Jamboree.

CRE is a unique venue to service - in that there are many different and distinct events - both of our events and those of rental (weddings, meetings, trade and consumer shows, cattle sales, recreational training and seminars, etc.) The average of event nights at the CRE over the past 5 years has been 350 per year.

In an effort to obtain a new food service provider, Camrose Regional Exhibition & Agriculture Society strives for high standards in service, food quality, and community spirit.

## CONDITIONS OF THE RFP

This agreement will include the following services:

: 1- Catering and Concessions.

### Term

It is proposed to enter into a contract for the duration of 12 months which either CRE or the candidate can terminate with 60 days written notice. After the successful 12 months, a standard contract for a period of time agreed to by both parties will be drawn up. The proposed food service contract is dependent upon the experience and service of the successful applicant.

### Areas of Use

The Food Service Provider will have the main kitchen and concession area as their work area.

### Exclusivity - based on the set-up for which services are provided:

Exclusivity and first right of refusal on catering for any event that happens on the grounds of the CRE including all buildings and land.

Exclusivity on concession service at any event occurring the CRE Buildings.

The exclusivity does not include:

Food exhibitors in CRE trade shows or client rental shows.

Outdoor Concession space at Big Valley Jamboree

Exclusivity and first right of refusal on food service rights pertains to all existing and new bookings.

2.

### Equipment & Small Wares

An inventory list of equipment will be developed. The Food Service Provider may use any of this equipment, provided it is maintained and returned in same condition, as determined by CRE.

### Inventory

Any new food and inventory is the responsibility of the Food Service Provider to order and approved by CRE.

### Beverage Exclusivity and Ongoing Sponsor Contracts:

CRE currently has an exclusive contracts with Coke and Molson Coors. The Food Service Provider will have to honor the following terms:

500 ml bottles of Coke products must be sold at all events.

350 ml cans may not be sold.

Pricing on all 500 ml soft drinks will be the same as the price in our vending machines.

Vending machines are not included as part of this contract.

All soft drink products/water/juices must be ordered through CRE.

Product from other beverage companies cannot be sold without the written permission of CRE.

All corkage and bar service will remain operated by CRE staff.

### Hours

Hours for the concession will be set by CRE for our events and by the client for their events.

### Sponsorship

CRE maintains all rights to sponsorship, and any benefits a sponsor may want pertaining to the concession areas (including product sales, signage, etc). Any benefits which may affect the operation of food service will be mutually agreed upon.

3.

#### Maintenance of Equipment

It will be the responsibility of the Food Service Provider to perform, at their cost, any maintenance to the equipment or concession. CRE will provide a maintenance program that was followed and the expectation is the Food Service Provider would maintain this timeline. This would include exhaust systems and canopies as well.

#### Renovations or Upgrades

Renovations or upgrades, at the Food Service Providers expense, to facilities may be made once they have received CRE Board approval. This area to be further negotiated once a Food Service Provider has been chosen.

#### Pricing

The Food Service provider and CRE will meet annually (or as needed) to collectively agree on pricing and menu selection for concession and catering.

#### Insurance

The Food Service Provider must maintain Liability Insurance for a minimum of five million dollars showing Camrose Regional Exhibition & Agriculture Society as an additional insured party.

4.

## WHAT TO INCLUDE IN YOUR PROPOSAL BID:

### Finances

Percentage of gross revenues from concession sales paid to CRE.  
Percentage of gross revenues from on-site catering sales paid to CRE.  
Monthly rental fee for concession/storage space.

### Sponsorship

What amount or in-kind services will your business put towards a sponsorship for 2 of our events – Canadian Bull Congress and Christmas in Camrose - all events are subject to change.

### Food Service Experience

Please describe previous or current concession service experience.  
Please include a list of current Health and Safety certifications.  
Please describe previous or current catering service.  
Please provide an overview of your business.  
Copy of City of Camrose Business License.  
Please provide two references which attest to the quality of your customer service.  
Number of staff employed

### Menus

Please include a copy of your catering menu  
Please include a copy of your concession menu

- Add any additional features that your company may possess that you feel would be an attribute to your proposal.

Bids should be submitted by Thursday, January 29<sup>th</sup>, 2019 at 430 pm to;

Dianne Kohler, Executive Director  
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