



Weston Village BIA

4 John Street, Unit 3 Weston, Ontario M9N 1J3 Ph. 416-249-0691

E-mail: admin@westonvillagebia.com

Request for Quote – 2023 Weston Winterfest Logistical Operations



The Weston Village BIA is proud to host the third year of Weston Winterfest November 24-26th 2023 at Artscape Weston Commons (34 John St).

Weston Winterfest is an award winning three day event held on the last weekend of November. This annual event is now in its third year and looks forward to continue building on its successes. Winterfest is an inclusive event to celebrate the coming of the Winter Solstice. It includes many seasonal activities across Weston Village which can be enjoyed by any background or faith. The event begins the afternoon of each day into the early evening, with a holiday market, photo opportunities, winter-themed treats, kids activities and more!

The Weston Village BIA is seeking an event production company to assist with on-site logistics and operations before, during, and after the event. The company is responsible to provide the below services using their own equipment and supplies.

Pre-Event Scope: Estimate 25 hours

- 2-weeks prior: Deliver and assemble 10ft LED Crystal Tree
- 2- weeks prior: Installation of event signage ex. clock tower, gateways, lawn signs
- 1-week prior: off-site supply & equipment pick up/delivery to office
- 1- week prior: moving equipment from basement to main floor
- Week of Mon-Thurs: notice of event signage placement, barricade set up
- Week of Mon-Thurs: pick up of Sleigh/wagon/fencing décor from Irving Tissue storage
- Week of Mon-Thurs: assembly of fencing as per outline
- Week of Mon-Thurs: staging of décor, bringing items from office to site for storage

During Event Scope: Estimate 60 hours

- Daily staging of tents, equipment, activity stations etc. as per outline and ensuring all safety regulations are met
- Daily tear down of tents, equipment, activities etc. as needed per outline
- A minimum of one staff for monitoring of fire pits and changing of propane as needed
- A minimum of two staff to be available in case of emergencies or inclement weather to tend to materials, and equipment and public safety during event hours
- Communicate issues and needs for event operation to BIA staff



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Post-Event Scope: Estimate 20 hours

- Full tear down of all equipment and décor; deliver to various storage locations or arrange for pick up from rental suppliers
- Ensure space is clean and tidy of any garbage and debris
- Disassemble Crystal Tree and return to storage, remove all signage

For this service we are offering up to a maximum of \$3,000 for services provided and \$500 of incurred expenses (upon submission of original receipts.) Any additions to the scope or hours of work must be authorized and approved in writing, by the WV BIA in advance of work. The WV BIA shall not be responsible for any additional costs. Selection will depend on the competitiveness of the bid and expertise.

QUOTE REQUIREMENTS:

Please include in your quote:

1. Breakdown of number of dedicated staff per line item
2. Total cost for project scope
3. Any foreseen equipment usage and supplies costs requiring reimbursement
4. Portfolio of event operations experience

Your documents can be submitted via email by 11:59 pm on 5:00 pm EST on Friday September 1st, 2023. The selected company will be notified mid-September with a formal agreement.