

**REQUEST FOR
EXPRESSION OF INTEREST
Pop-Up Food Vendors at Thessalon Marina**

The Town of Thessalon is seeking expressions of interest to provide and operate food vendor services at the Thessalon Marina located at 56 Algoma St. for the 2025 Thessalon Marina operating season with the option of renewal for the 2026 Operating Season.

Please complete and submit the attached form and include the following:

- Menu
- Provide documentation showing all requirements and standards set out by Algoma Public Health have been met
 - <https://www.algomapublichealth.com/media/4595/food-vendor-permit-application.pdf>
 - As per Algoma Public Health's food vendor permit application, a minimum of one certified food handler is required to be onsite during operating hours.
- Proof of/Certificate of Insurance
- Pictures of your vendor set up in previous locations
- Commitment to using eco-friendly packaging
 - Please note that By-law 2550 prohibits the use of plastic checkout bags which includes bags to package takeout foods.

As per the Town of Thessalon's schedule of fees the cost per vendor is \$20.00 per event payable to the Town of Thessalon.

The Town of Thessalon will offer vendors:

- Beautiful waterfront location at the Thessalon Marina
- WIFI Connection
- Pop-Up will be promoted on Town of Thessalon's website and social media
- Connection to Hydro Available

Set Up Guidelines

- Plan to arrive early to give yourself time to set-up
- You are responsible for providing your own equipment and resources
 - Limited seating available
- You are responsible for the set-up and clean-up of your vendor location
- Your pop-up can only operate at the Thessalon Marina during the agreed upon time
- Set up will be in the pre-approved location; change in location must be approved by the Town Superintendent

Services not permitted

It is not permitted to serve alcoholic beverages.



Please submit your expression of interest no later than Monday February 10th, 2024 at 12:00 pm.

Lindsay MacFarlane, Deputy Clerk
187 Main Street, P.O Box 220
Thessalon, ON
P0R 1L0
lindsay@thessalon.ca

Only vendors selected for consideration will be contacted.

**THESSALON MARINA POP-UP FOOD VENDOR
EXPRESSION OF INTEREST**

Contact Name: _____

Company: _____

Address: _____

Telephone: _____ Email: _____

Social Media: _____

Description of Business:

Please indicate what days you are available or interested in providing a pop-up food vendor service and your hours of operation. As vendors will be limited to one per evening, the Town of Thessalon will schedule to best accommodate vendors.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Available Please rate preferred availability from 1 – 7 1 being the most preferred and 7 being the least. (if applicable)							
Unavailable (Please indicate with X)							
Hours of Operation							

Are you available to provide food services on the above selected days on a weekly or bi-weekly basis?

**Please note, we may be able to accommodate specific date vendors, however priority will be given to vendors available on a regular basis.*

**Please note that the marina building/staff may not be open or on-site during hours of your operation.*

How will this business enhance the experience for the Town of Thessalon’s visitors and residents?

Do you have a physical business location? If yes please provide name and address

Are there additional requirements you would request as a vendor that are not outlined in the provisions above?

Have you been a food vendor at previous events for the Town of Thessalon or surrounding communities? If so, please provide examples.

PLEASE NOTE that submitting this application does not commit a vendor to participating in the 2025 Town of Thessalon Marina Food Vendor Pop-Up initiative, but does allow The Corporation of the Town of Thessalon to offer successful applicants a pop location for the 2025 Marina Operating Season and option to renew for the 2026 Operating Season. Successful applicants who meet all requirements will be asked to sign an agreement with The Corporation of the Town of Thessalon before the agreed upon start date.