



RFQ

PHOTOGRAPHY SERVICES

ARCTIC ENERGY AND EMERGING TECHNOLOGIES
CONFERENCE & TRADESHOW
INUVIK NWT CANADA

JUNE 11 - 13
2018

The Town of Inuvik is currently seeking a provider of photography services 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
jchallis@inuvik.ca
phone: 867.777.8632
fax: 867.777.8601

SCOPE & TERMS OF REQUEST

Services Required:

The Arctic Energy and Emerging Technologies Show (AEET) and the Town of Inuvik are looking for a photographer to capture the 3 days of events including the Tradeshow, the Conference, & other related activities.

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 will pay upon completion of services rendered and after invoice has been received following the event.

EVENT HOURS

DATE	TIME	LOCATION	EVENT
Monday, June 11	1:00 pm – 6:00 pm	Midnight Sun Complex	Registration, Tradeshow Set-Up, Community Tours
Monday, June 11	5:00 pm – 12:00 am	Inuvik Golf Course	BBQ Dinner & Entertainment
Tuesday, June 12	7:00 am – 5:00 pm	Midnight Sun Complex	Registration, Conference, Tradeshow, Mayor's Breakfast Public Admission, Youth Engagement Event
Tuesday, June 12	5:00 pm – 12:00 am	Midnight Sun Complex	Northern Themed Dinner & Cultural Showcase
Wednesday, June 13	7:00 am – 5:00 pm	Midnight Sun Complex	Conference, Tradeshow, Public Admission
Wednesday, June 13	5:00 pm – 12:00 am	Midnight Sun Complex	Gala Dinner & Stand Up Comedian

DUTIES & REQUIREMENTS

- Capture images of all speakers, presentations, and related conference sessions
- Capture images of all Keynote Speakers, VIP's, & local leadership
- Capture images of Tradeshow exhibition including a range of booths and exhibitors. Images should include both panoramic or "bird's eye view" of the Tradeshow as well as individual exhibitions
- Capture images in/and around the MSC including networking between attendees, exhibitors, delegates, volunteers, and other personnel
- Capture images that include conference host sponsorship banners and personnel
- Capture images of Delegates, VIP's, Exhibitors against Media Wall
- Capture images of sponsor signage, banners, & materials
- Capture images of youth and elders participating in the show
- Capture images during the Public Admission times during the Tradeshow
- Capture images at the Youth Engagement Event
- Capture images at the Mayor's Breakfast
- Capture images of volunteers working & at "down time" with peers

- Capture images of the registration area including staff interactions with delegates
- Capture images of Welcome BBQ & Reception at Golf Course
- Capture images of Mayor interacting with keynotes, sponsors, & other VIPs
- Capture images of each of the evening events to include but not be limited to: Inuvik Drummers & Dancers, local musicians and talent, and the headliner comedians
- Capture images of the food and beverage service to include shots that may be used to highlight the range, display, and set-up of servicing at the show
- Capture images of the tradeshow and conference set-up so as to highlight the Conference & Tradeshow capabilities of the Town of Inuvik and the Midnight Sun Complex
- Capture other images as the photographer may see fit

PROJECT DELIVERABLES

- A digital collection of high-resolution photos to be provided to the Director of Economic Development & Tourism at the Town of Inuvik no later than 5:00 pm on Friday, June 29th

Selection Criteria

Each proposal will be reviewed by a committee of Town of Inuvik administration and personnel. Each proposal will be scored on a weighted scale based on the following:

- QUALITY OF PROPOSAL 25%
- PRICE 50%
- DEMONSTRATED CAPACITY 25%

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