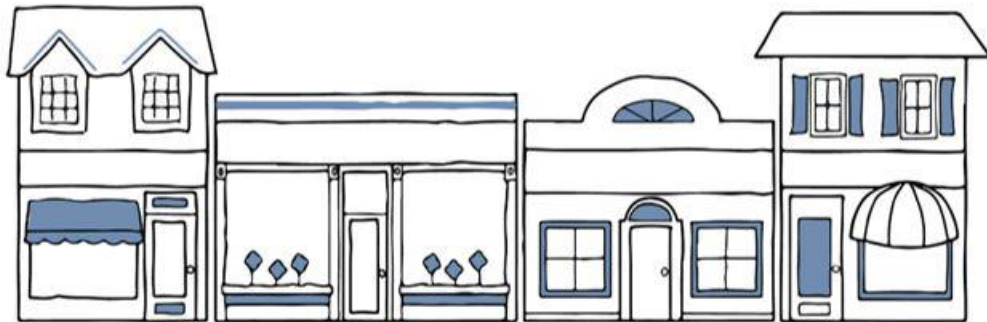
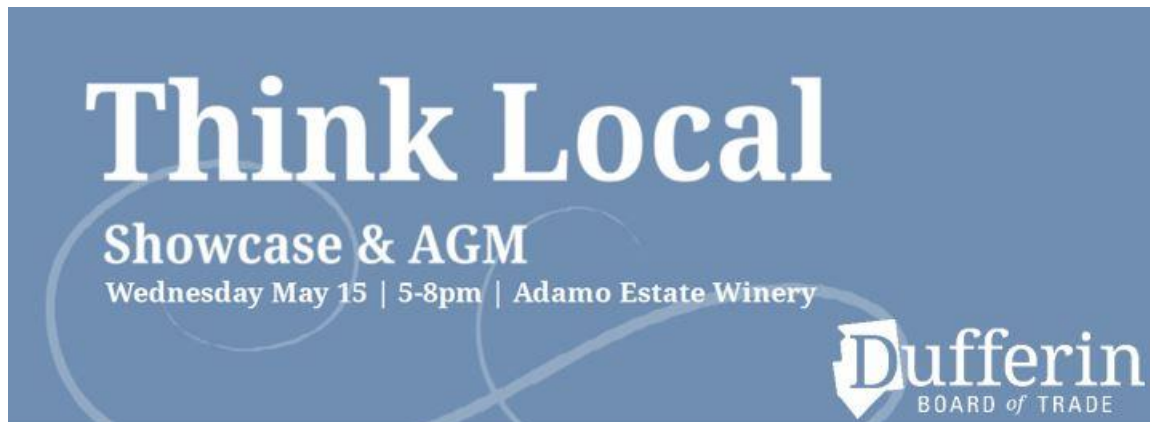


April 3, 2019

Invitation to Participate
in the
Dufferin Board of Trade's
3rd Annual Think Local Showcase & AGM



Event Date: Wednesday, May 15th, 2019

Time: 5:00pm – 8:00pm

Location: Adamo Estate Winery

RSVP Deadline: May 1st, 2019

About the Dufferin Board of Trade (DBOT)

The Dufferin Board of Trade (or DBOT) is a community-building organization in its 110th year serving Dufferin County.

We make the community better by helping local business thrive. When local businesses are succeeding the local economy flourishes and businesses can better support local charities, events, and their employees.

We support and empower local business by:

1. Connecting businesses with each other and with the resources they need;
2. Advocating for business needs;
3. Encouraging consumers to support local; and
4. Saving businesses money.

About the 3rd Annual Think Local Showcase & AGM

The Think Local Showcase is a complimentary event for all current DBOT members, and open at a nominal cost to other business and political leaders.

The purpose of the event is three-fold:

1. to promote “Thinking Local” in Dufferin by showcasing local food, local talent, and a local venue;
2. to provide an opportunity for our members and community leaders to connect with one another, our Board and Staff; and
3. to host our Annual General Meeting.

This year’s event will also be a celebration of our 110th year in operation. For the past two years this event has been very well-received by the business community, with approximately 70 guests attending our first year and 100 attending last year.

Invitation to Participate – as a local Food Purveyor

We are inviting DBOT culinary members and Dufferin-area food purveyors to showcase their fare at the event. The details are as follows:

- Local food purveyors (approx. 6 in total) will be invited to bring approximately 80 small servings of their “Think Local” food creation to the event.
- Dishes should contain as many locally-sourced ingredients as possible, and participants are encouraged to display signage promoting the local farms, processors, and sources used.
- Food purveyors will be provided with a table from which to serve their dish, display their signage, and use as their food station.
- Guests will have the opportunity to visit each station, meet the purveyors, and enjoy a complete, marche-style meal.
- Food must be prepared before bringing it to the venue – **kitchen facilities will *not* be available.**

- Any required warming or serving equipment must be provided by the purveyor. Hydro can be made available upon request.
- The food stations will be open for 1 – 1 ½ hours - timing to be confirmed.
- Our venue hosts will provide guests with a full-size plate to take around to the various stations, cutlery and napkins. If your offering requires bowls, or any other serving equipment/utensils, you will need to provide such.
- The purveyor will need to provide approximately two staff people to deliver, set-up, serve, and clear the stations.
- Purveyors will have the opportunity to connect with business and political leaders and members of the media during this time, and are encouraged to bring business cards and advertising material for their business, and to use this showcase as a live promotion tool for their products.
- Showcase participants will be recognized in pre- and post-event promotion.

Food Budget:

- Each showcase participant will be required to bring approximately 80 servings. (correlating to the number of guests, which will be confirmed prior to event)
- Proposals should describe the offering and provide a price per serving. DBOT is anticipating a cost of \$2-\$4 per serving, (inclusive of gratuity/service charges), plus HST if applicable.
- Sponsorships are available - food purveyors have the option of taking a sponsorship in exchange for their food and services at the event. If so desired, please indicate such on your proposal. Sponsorship package is available with more details.

The Dufferin Board of Trade reserves the right to:

- reject any or all offer(s), or cancel the invitation entirely without obligation;
- ask the purveyor to change their offering, in order to prevent duplication;
- accept other than the lowest price offer;
- invite non-members to participate. However, preference will be given to members in good standing with the Dufferin Board of Trade.

Please contact Diana Morris at diana@dufferinbot.ca or 519-941-0490 x 202 or 519-261-0352 with any questions. **Proposals should be emailed to diana@dufferinbot.ca no later than 4:00 pm May 1st 2019.**