



Notice of Tender - Gate Operations Creston Valley Fall Fair 2026

The Creston Valley Fall Fair is inviting tenders for managing the gate operations during the 2026 event.

Below are the expectations and requirements for the successful bidder:

Expectations:

- Operate a Square Point of Sale (POS) system efficiently. Training will be provided by the Fall Fair Board one (1) month prior to the event, with updates at volunteer orientation.
- Operate a phone or tablet that is supplied by the fall fair to scan pre purchased tickets.
- Ensure a minimum of four (4) individuals are stationed at the gate at all times. At peak hours we suggest that five to six (5-6) individuals are operating the gate.
- One person from the gate must be able to visit the office as needed to obtain change for cash transactions.
- Ensure fast, efficient, and professional service for attendees.
- You/your team are representing the Fall Fair and Fall Fair association. It is required that you please conduct yourselves in a respectful manner, and respect towards the patrons of the fair.
- Each individual must be able to manage cash transactions, and provide accurate change.
- Each individual must be of 18 years or older to manage cash and Point of Sales machines. Younger volunteers of ages 15 – 17 will be considered to check wrist bands and stamps at the gate.
- Before the contract is signed for the gate tender you/your organizations must provide a list of the volunteers and their contact email for efficient communication.

Required Times:

- ❖ **Friday:** Entry table must be set up and fully operational at 12:00PM. Entry into the fair is open at 1:00PM, and remains active until 10:00PM.
- ❖ **Saturday:** Entry table must be set up and operational at 8:00AM. Doors open at 9:00AM and remain active until 10:00 PM.
- ❖ **Dates/Times Prior to the Fair:** Volunteers must be available for dates prior to the fair including a training day on the POS device and volunteer orientation.

Submission Requirements:

If you are interested in this tender and meet the above criteria, please submit your proposal to the Fall Fair committee by **May 31st, 2026.**



For further inquiries or to submit your tender, please contact the Fall Fair at president@crestonvalleyfallfair.ca

Thank you for your interest in supporting the Creston Valley Fall Fair 2026!