



CALL FOR PROPOSALS

PARKING COORDINATION

HIAWATHA ANNUAL POWWOW

Hiawatha First Nation (“**HFN**”) is seeking an individual, family, business, or group to coordinate and manage parking for our upcoming Annual Powwow. More details are available on the second page.

Event Details

- **Dates:** Saturday & Sunday, May 16–17
- **Hours:** 9:00 AM – 5:00 PM (peak traffic between 12:00 – 2:00 PM)
- **Location:** Serpent Mounds (221 Serpent Mounds Rd, Keene, ON)

Scope of Work

The selected proponent will be responsible for

- Install parking signage, chalking, roping; (often a full-day; must be complete by Friday @ 12pm)
- Organizing and managing all on-site parking during hours specified
- Directing vehicles safely and efficiently
- Ensuring smooth traffic flow at all times, especially during peak periods
- Maintaining a visible and respectful presence with visitors

Expectations

- Maintain a safe, respectful, and welcoming arrival experience for all visitors
- Should be self-managed, be able to operate independently from the powwow committee
- Only safety concerns require escalation to the Powwow Committee and/or police
- Prepared for weather and high-traffic conditions

Proposal Requirements

Submissions should be brief (1-2 pages) and include:

- **Experience:** Any relevant experience (events, traffic control, community work, etc.)
- **Approach/Plan:** How you would organize and manage parking for the event
- **Staffing Plan:** Number of people and coverage broken down into 2-hour blocks
- **Total Cost:** An all-inclusive, fixed-fee cost for signage setup and both event days

Additional Notes

- Proposals should highlight any safety or other experience in working with events
- Hiawatha Citizens are encouraged to submit a proposal, a registered business is not required
- A designated powwow committee contact will be identified and available during the event

Submission Details

Please submit your proposal by April 30 @ 12:00pm to the Powwow Committee below:

E: powwow@hiawathafn.ca

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PARKING COORDINATION (CONT'D)

Additional Event Information

- This event is rain or shine and expects to attract around 2,000 people daily with a clear forecast
- There is sufficient parking in multiple areas, with traffic congestion peaking between 12-2pm

Parking Specifics

- Designated parking areas are expected to be the same as previous years
- General parking and parking for dancers, singers and other dignitaries will be on the east side of the main road, with designated accessible parking
- Parking for vendors will be in the south parking lot by the water
- Vendors are allowed to move their vehicle to setup, but must repark by 10:00 a.m. Saturday
- Any recommended improvements to this are not required, but are welcomed

Other FAQs

Q: Do submissions need to supply their own signage, equipment?

- A basic level signage from previous years will be provided
- Parking staff will be supplied with safety vests, but may choose to bring their own
- Proposals are encouraged to specify additional supplies (signage, traffic cones, chalking, etc.)

Q: Do proposals need to also include parking enforcement?

- The primary focus of proposals should be the safe and effective management of traffic flow;
- Roadways must be kept clear during the event to ensure proper emergency vehicle access;
- Submissions should be prepared to monitor parking volumes and manage accordingly;
- Towing assistance will be available only when deemed necessary;

If there are any other questions from interested parties prior to submission of a proposal, please reach out to the Powwow Committee (powwow@hiawathafn.ca).