

ATTACHMENT A

Pacific Contact Request for Proposal



pacificcontact
Presented by the BC Touring Council



Supported by the Province of British Columbia

pacificcontact

Pacific Contact is BC Touring Council's annual showcase and festival for the performing arts. This event features juried showcase performances by over 40 different artist groups, networking events, panels, meetings, and workshops. It attracts hundreds of performing arts professionals from across BC, Canada and the US.



New Name New Brand

In 2024, BCTC will launch its new reinvigorated organization with a new brand under a new name, the BC Live Performance Network. This will help solidify Pacific Contact's position as the primary showcasing event for music on the West Coast in line with its sister showcasing conferences in the east of Canada such as Mundial Montreal.

Moveable Location

In 2023, Pacific Contact was held outside of Burnaby for the first time in 20 years in New Westminster. Pacific Contact 2024 will take place in Kelowna, BC, situated on the traditional, ancestral, and unceded $tr\acute{h}x^w\acute{u}la?x^w$ of the Syilx/Okanagan people. From now on, Pacific Contact will be held in a different location each year. Engaging with local artists and First Nations will create truly unique and memorable showcasing, networking and connection opportunities.

Cultural Spaces

This showcase conference takes place predominantly in cultural venues with a centrally located conference hotel.

Delegates

Pacific Contact attracts 250 delegates annually, plus 50 performing artists. Approximately 100 are presenter delegates from BC, across Canada and the US. Some of these presenters book their entire seasons, festivals and line-ups at Pacific Contact. Other delegates include festivals, schools, facility managers, artists, agents, managers, funding partners and industry representatives.

Equity, Diversity and Inclusion

Pacific Contact is committed to being an inclusive and accessible conference with equity and diversity at its heart. This spans everything from the showcase selection committee, which includes diverse voices, the selection criteria, which includes the criteria of equity, diversity, and inclusion, all the way through to choices around venues, food, signage, washrooms and hotels. All venues will be fully accessible, and we will offer additional support wherever needed.



What is Pacific Contact?



This 4-day event attracts hundreds of performing arts professionals who gather to plan performances, network, learn, and develop lasting relationships that extend into communities around the province.

Pacific Contact features juried showcase performances by over 40 different artist groups, a trade-show-style exhibit hall (Contact Room), professional development, networking events, panels, meetings and workshops.

The showcase and conference events are designed to be a collegial and practical means of networking and block-booking. Events are organized to provide ample time and opportunity to meet and foster conversation between presenters, artists, and agents.

Showcases

Juried Showcases: The juried showcases are important for artists who wish to reach a variety of presenters. Showcase performances are approximately 15 minutes and feature multiple genres, including theatre, dance, music, variety, and family-friendly shows.

Mainstage & Family Showcases – There will be approximately 22 Mainstage and Family 15-minute multi-disciplinary performances. Approximately 6 of these will be performances aimed at families and young audiences and shows suitable for school programming.

Spotlight Showcases - These special Showcases will feature site-specific and digital performances, as well as Showcases at the opening and closing events.

Contact Room

The Contact Room is designed as a place where artists and presenters can connect and explore booking opportunities. There are two social events held in the Contact Room during the conference.

Gala Awards Dinner

A celebration of artistic and industry excellence. Each year, members are invited to nominate presenters, festivals, agents/managers, artistic companies and/or artists who deserve recognition. Winners are announced and presented with their Award at the Pacific Contact Award Ceremony.

Next Gen

Represents BCTC's commitment to supporting and providing access to young people in the performing arts sector in BC.

Professional Development

Pacific Contact features speakers, workshops, panels, a Knowledge Café, roundtables discussions, wellness activities, pecha kucha's and Indigenous led sessions. The aim is to share knowledge, invite peer-to-peer learning, stimulate discussion and advance the narrative.

Receptions, Meals & Hospitality

Pacific Contact features a range of social networking events and meals in a variety of unique and atmospheric locations.

One-to-ones

One-to-Ones: a quick-fire round of short 7-minute meetings between meetings, artists, agents, and presenters.

Indigenous Connections

The award-winning musician and elder in training, Kym Gouchie, is BCTC's Indigenous liaison. She will consult closely with local First Nations to ensure a showcase and conference experience that is rooted in place and respects and incorporates local Indigenous practices and artists wherever possible. Culture and tradition will be respectfully woven into the fabric of the conference.

Showcase Artists: Left (top to bottom): Sechile Sedare, Hanorah, Rube & Rake, Alysha Brilla
Top Right (top to bottom): OKAN, Abigail L Lapelle, Jillian Christmas, Jessica McMann Trio

Short 5's Top L-R: Tissa Rahim, Beau Wheeler, Robin Layne & the Rhythm Makers,
Bottom L-R: Contact Room Delegates Reid Jamieson, The Wheat in the Barley

Photography: Mary Matheson



Top to bottom: BCTC 2023 Award Winners & Presenters
 Taking the Pulse of Canada's Cultural Arts Markets, Round Table Knowledge Sessions with session lead: Nina Buddhdev, Knowledge sharers: Adel Gamar, Akhil Jobanputra, Kamal Sharma, Mark Armanini, Vineet Miglani
 Navigating the Arts Through an Indigenous Lens with Elaine Bomberry, Jessica McMann, Leela Gilday & Meeka Morgan
 Showcase Artists: Git Hayetsk Dancers, the Blue and Gold, DJ Denise

Pacific Contact Impact

Hosting Pacific Contact is a way to make a positive social and cultural impact that reaches well beyond your community. This event will help raise your profile as a supporter of the arts and a community that welcomes cultural visitors. Not only will Pacific Contact generate significant visitor and event spending but the impact of this event will continue long after it is over. This conference attracts key cultural programmers, promoters and influencers from across BC and Canada. They will return to their communities after having experienced your community, its venues, and amenities. This will ultimately lead to future visitors and spending in your community.

Forecast Overall Economic Activity

Total \$345,000 direct spending in host community.

Economic Impact Key Facts & Figures

- Main hotel 500 nights (@\$170 per night): \$85,000
- Auxiliary accommodations 300 nights (@\$120 per night): \$60,000
- Direct event spending: \$125,000
- Visitor spending: \$75,000

Visitor Information

- 4 average nights in location
- 3 average days at event
- 1.4 Average party size
- Our data shows 68% stay in hotel/motel
- Our data shows 62% "very likely" to return to host location for a visit

pacifiocontact **Feedback**



Thank you so much for having me out for a showcase this year, I had an amazing time, and it was very valuable for my music career.

I found the Arts through an Indigenous Lens to be a truly eye-opening, inspiring and worthwhile workshop. Truly appreciated the panel members. Very happy to see changes, and the feeling of moving forward with BCTC.



It was my first time attending Pacific Contact, and the value it holds for the community was apparent and excellent.

I love the changes you are making to the programs you offer and the way you seek to be inclusive. All the people who worked the conference were friendly, approachable, and did everything they could to help. Congratulations to you all!



The strength of the conference was the diversity of performances, so in my mind you nailed the most important part!



Very much liked having the Short 5s on a real stage with proper equipment. The performances were much more professional and enticing.

Artist photos: second from top, Raine Hamilton, Bottom photo: Jeremy Ledbetter Trio
Photography: Mary Matheson

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October 2 – 4, 2025
October 1 – 3, 2026
September 23 – 25, 2027

HOST COMMUNITY BID REQUIREMENTS

This document has been designed to help you prepare your bid to host Pacific Contact in 2025, 2026 or 2027. We want to ensure that your bid covers all the bases and that the evaluators have the information they need to evaluate the proposals.

Please use it as a working document to prepare your bid. It is important that your bid document reflects the flavour of your bid and the community it represents and provides the criteria and information requested in the order found in this bid document.

1. TIMELINE & PROCESS

1.1 The initial proposal (“Draft Bid”) will be delivered to BCTC by:

September 1st 2024, for Pacific Contact 2025

September 1st 2025, for Pacific Contact 2026

September 1st 2026, for Pacific Contact 2027

1.2 The Complete proposal (“Final Bid”) will be delivered to BCTC no less than 12 months before the event.

1.3 Before finalizing the Bid, the Executive Director and BCTC Staff and/or Board will conduct a site survey and a community partner meeting.

2. HOST COMMITTEE

The most essential element in ensuring a successful outcome on the part of any potential Pacific Contact Host community is the establishment of a finely tuned, dedicated and responsible Host Committee.

2.1 The Host Committee will demonstrate it is representative of the local community, relevant industry sectors, and sponsors. Please identify key areas and positions of the members of your Host Committee and, where possible, actual participants. Also include a brief descriptor of the sector they represent, as well as the nature of their connections.

2.2 Once the bid has been accepted, the Host Committee will enter into an agreement with BCTC outlining both party’s roles and responsibilities.

2.3 After finalization of the Bid and upon acceptance, the Executive Director or designate of BCTC will attend Host Committee meetings in person or via an online meeting platform.

3. FINANCING & SPONSORSHIP

3.1 Provide written assurance to BCTC that there is a license fee of up to \$25,000 committed and in place.

3.2 Provide written assurance of matching in-kind support to the value of up to \$25,000. This could be in the form of venues, technical support, transportation, volunteer hours, hospitality, etc.

3.3 Host Committee may seek sponsors to cover the costs of any and all Host Committee initiatives; however, it must be clear that the sponsorship contribution and the benefits of sponsorship are solely related to these activities unless they are combined sponsorship agreements with BCTC or otherwise agreed to with the BCTC Executive Director.

3.4 The Host Committee must coordinate any funding or sponsorship solicitations with the BCTC Executive Director to ensure that there are no conflicts between BCTC Event sponsors and sponsors of the Host Committee events. In this way, the BCTC Director and Host Committee Sponsorship lead will work together to achieve the best results for everyone.

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4. TRANSPORTATION TO HOST COMMUNITY

In the event that the Host community proponent does not have an international airport, or its geographic location necessitates higher than normal costs for airfare or ground transportation for delegates, the host community may need to obtain additional funding or provide other incentives to offset the increased costs to attendees.

4.1 Provide a schedule of current round-trip airfares to the Host community from Vancouver, Victoria, Terrace, Prince George, Calgary, AB, and Toronto, ON.

4.2 Include a schedule of extraordinary costs, if any, such as additional charter airfares and/or ground transportation coaches if the Host community is more than 40km from the nearest international airport.

5. LOCAL GROUND TRANSPORTATION

A minimum of six rental vans and/or two coaches are required during Pacific Contact to provide transportation for the BCTC staff and industry professionals. Depending on the distances, transportation may be required between the nearest major airport and/or train station to and from hotels and between event venues for attendees.

5.1 Provide availability information and rates on all modes of ground transportation.

6. VENUE REQUIREMENTS (propose appropriate venues)

Pacific Contact Welcome Reception

The host committee will work with the BCTC to organize and co-host a Welcome Event as delegates arrive in the host community. The Event requires a venue accommodating up to 200 persons for a stand-up reception with cocktails, hors d'oeuvres and live entertainment.

BCTC Opening Ceremony

The Pacific Contact Opening Ceremony requires a venue that can accommodate up to 200 persons and has a platform or stage for speakers and performances.

Contact Room (trade show)

Providing space for:

Exhibition space for 50 – 80 booths;

Networking for 100 persons (tables, seating);

Concession (refreshments)

Provide details of appropriate venues and services.

7. PERFORMANCE/SHOWCASE VENUES

Artists from across Canada and the U.S. showcase their talents on Thursday, Friday and Saturday at approximately 3 local venues located within close proximity. Provide details on established performance venues, ensure facilities accommodate dance and music and include available production equipment, including PA systems and a backline. If backline and PA systems need to be brought in from a larger market, the Host Committee should be aware of increased costs and work with the BCTC staff to offset those costs.

Ideally, most venues will be within a 10-minute walk from the Host Hotel. If any proposed venues are more than a 10-minute walk from the hotel, provide additional information on:

Shuttle

Taxi (rates and availability)

Late-night Community Transit (if applicable)

Charter Rates for bussing

8. PANEL/GROUP DISCUSSIONS

3 rooms/spaces suitable for round table, panel discussions, workshops and one-to-one meetings, each accommodating up to 50 persons need to be available from Thursday to Saturday with flexible room layout.

9. DINE AROUNDS

Delegates register for local restaurants on either Thursday or Friday night (TBD).
Host Committee to identify and reserve 10 restaurants offering a variety of food and from low to high price points, in collaboration with the BCTC team.

10. VENUES for MEALS & GALA DINNER & BCTC Awards Presentation & Closing Party

Provide information on a venue/s that should accommodate 200 persons for several meals, a formal dinner, showcase and party, including availability of stage/production space, dressing room and catering.

11. HOST HOTEL REQUIREMENT

The Host Hotel will be close to all activities during the event. As such, the hotel will be featured in marketing materials related to the event, including registration information ported on the Official Event Website. BCTC staff will book guests at the hotel and direct participants to stay at the hotel, creating maximum business for the Host Hotel. The host hotel is ideally a 4-star hotel.

11.1 BCTC Room Requirements

Host hotel confirms up to 500 hotel room nights on hold for the duration of the event with the following schedule

Wednesday	90 rooms
Thursday	130 rooms
Friday	130 rooms
Saturday	130 rooms

11.2 Confirm that these rooms will be held under the room block and reserved by staff and participants, with delegates booking their own accommodations for the event.

11.3 The Host Hotel must be willing to:

- a) Offer a comprehensive, discounted room rate for hotel rooms in the above room block; competitive can be defined as lower than other similar hotels in the area similar to government or other standard discount rates;
- b) Honour this rate during the event and two days before and after;
- c) Provide one free room upgrade for every 20 room nights booked to be used for BCTC VIP Participants;
- d) Provide one complimentary room for every 40 room nights booked.
- e) Provide appropriate staffing at the registration desk, lounge, restaurant and conference floor(s) to accommodate the high volume of service needs and to ensure the security of patrons;
- f) Work with BCTC staff to arrange for extended liquor license and extended lounge hours to facilitate after-hours events;
- g) Provide adequate conference space for the event, including;

One room to be used for staff office and registration (must be lockable), which is no smaller than 200 square feet;

Confirm the standard posted rental rates for these rooms may be reduced according to either the total room pick up in the BCTC hotel block or total catering;

10 complimentary hotel room nights prior to the event to be used by BCTC staff to facilitate preparation for the event.

12. SECONDARY HOTELS

While every effort is made to utilize the host hotel fully, there is the reality that its rates may be beyond the financial means of some delegates.

12.1 Provide a list or table of 2-3 alternate hotels within a short distance of the Host Hotel, with prices and room descriptions.

13. VOLUNTEER REQUIREMENTS

Approximately 30 volunteers are needed to ensure Pacific Contact runs effectively for BCTC and the Host Committee. BCTC consults with the Host Committee to determine who BCTC will hire as its local Volunteer Coordinator. The volunteer responsibilities will include delegate/artist registration, production and technical support, Front of House duties at the Showcase venues, transportation, etc. Provide information on local volunteer resources.

REQUIRED INFORMATION

Introduction and Key Letters of support from the host community/region;
Host City information: size, population, attractions, unique characteristics, distance from international airport;
Letter(s) stating fulfillment of financial obligations from City and sponsorship;
Venue requirements: provide details on all venues, including photos, capacities, dimensions and descriptions;
Maps: provide various maps, including an overview, downtown core, and main streets with hotels and venues;
Any additional letter(s) of support.

QUESTIONS/CONTACT

Please don't hesitate to contact BCTC with any questions you may have in preparing the bid document. We are here to support the process and look forward to working with you toward a successful bid.

Submissions should be sent to the Executive Director by the deadline. All submissions will be acknowledged by email.

**Miriam Manley
Executive Director
BC Touring Council
miriam@bctouring.org**

