

THE FORKS RENEWAL CORPORATION

**MEET THE PRODUCERS
OUTDOOR FARMERS MARKET
Sunday May 1st to Sunday September 25th**

**THE FORKS MARKET
202 – One Forks Market Road
Winnipeg, MB R3C 4L9
PH: (204) 987-4352 FAX: (204) 943-7915**

FARMERS MARKET VENDOR AGREEMENT

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ **FAX NUMBER:** _____

EMAIL: _____

PERMITTED USE: _____

DESCRIBE IN DETAIL WHAT ITEMS YOU WOULD LIKE TO BRING TO THE FARMERS MARKET TO SELL!

Dates Requested: _____

DO YOU REQUIRE ELECTRICITY? YES [] NO []

=====

SIGNED at Winnipeg, in the Province of Manitoba, this _____ day of _____, 20____.

Applicants Signature: _____

THE FORKS RENEWAL CORPORATION
(agents for The Forks Market)

Forks Market Management

MEET THE PRODUCERS
OUTDOOR FARMERS MARKET
GUIDELINES
2011



WELCOME TO MEET THE PRODUCERS OUTDOOR FARMERS MARKET

Six thousand years ago someone thought this would be a great place to meet. Centuries later, it still is. In fact The Forks has played an integral role in the history of our city for many centuries.

One of the loveliest public spaces in Winnipeg and a "must see" for any visitor, The Forks is an expanse of riverside property in the heart of downtown Winnipeg. A meeting place for thousands of years; it is the city's most popular gathering place, attracting nearly four million visitors each year. At the centre of The Forks Site is The Forks Market which offers everything from fast food, fresh food, unique shops and more. All of The Market Merchants are locally owned and operated and the mandate is to help local owner/operators to grow and expand their own businesses.

Meet the Producers Outdoor Farmers Market will also be an extension of this mandate to provide sales and marketing opportunities that would be unavailable to producers on an individual basis.

CONTACT INFORMATION: ANDREA CLOW – PH. 987-4352 OR andrea.clow@tf-np.ca

GENERAL OUTDOOR FARMERS MARKET RULES:

1. All vendors must comply with applicable laws and bylaws of the City of Winnipeg, Province of Manitoba and Canada.
2. No amplified music allowed within the Outdoor Farmers Market area other than what is provided by The Forks site.
3. No live animals will be sold at the Outdoor Farmers Market.
4. No smoking or firearms allowed.
5. No alcoholic beverages will be served or sold at Outdoor Farmers Market.
6. All pre-packaged food, baking or post production products must be prepared in a licensed or certified facility.
7. Any food vendor or grower distributing samples, food or beverages must use single service plates, cups and flatware only.
8. Management reserves the right to prohibit anyone from selling or any product from being sold.
9. Management reserves the right to cancel the approval of any vendor's application at any time.
10. Vendors' behavior must remain professional and courteous to everyone. This means no cursing, derogatory speaking, or discussing topics that may make others uncomfortable.
11. Management reserves the right to revise the guidelines when they deem appropriate.

OUTDOOR FARMERS MARKET RULES VIOLATIONS

Because the Outdoor Farmers Market realizes its obligation to its customers, vendors and the general public – failure to comply with these guidelines and any others that may be written could result in the loss of Outdoor Farmers Market privileges. Any problems or disputes will be reported to Market Management. All rules of the Outdoor Farmers Market will be enforced by The Forks Market Management who is the ultimate on-site authority.

DAYS AND HOURS OF OPERATION

1. The 2011 Meet the Producers Outdoor Farmers Market will operate every Sunday from 11am to 4pm beginning May 1st (weather permitting) and will continue through September 25th.
2. In adverse weather Outdoor Farmers Market Management will make the call to cancel no later than 9am on the day of the Market. All vendors will be called and informed of the cancellation and or changes.

VENDORS FEES:

1. Stall fee is \$25.00 a day, if you commit to 4 weeks, you will receive 2 weeks free.
2. Stall fees must be ready for pick up by 11am set up time. Market Manager or a Market employee will collect. If fees are not paid vendors cannot sell.
3. Stall fees can be paid either seasonally, monthly or weekly. They can also be paid by either cash, cheque, Visa, MasterCard or debit.

PRODUCT GUIDELINES:

GENERAL:

1. Vendors, new products or additional products will need to be approved by The Forks Market Management.
2. The Forks Market Management will determine the number of vendors in each category each season while adhering to a pre-determined percentage of agricultural/specialty food/fresh food and artisan stalls.
3. Resale of imported goods is prohibited. Remember **MAKE IT, BAKE IT OR GROW IT!**

AGRICULTURAL PRODUCTS:

1. Locally grown vegetables, fruits, herbs, flowers, bedding plants and other agricultural and horticultural products.
2. Bedding and landscape plants and flowers must be either propagated by the vendor from seed, cuttings, bulbs or plant divisions or have been under the vendor's control for a minimum of 60 days.
3. Locally bred, raised, cultivated or collected animal, poultry, fish, eggs, honey and bee products.
4. Any new or value-added product, i.e. soap, lotions, scrubs etc. must be pre-approved by Market Management.
5. **All meat, eggs and dairy products must comply with any guidelines established by either City of Winnipeg Environmental Health Services or Manitoba Environmental Health services. Depending on jurisdiction.**
6. **Copies of all certificates of inspections must accompany applications.**
7. **Any vendors selling food products that could be deemed to be hazardous will need to apply for a Vendors license through the City of Winnipeg. These applications are available on request from Market Management.**

SPECIALTY FOOD & VALUE ADDED PRODUCTS

Value added food products are raw or pre-processed commodities whose value has increased through the addition of ingredients or processes that make them more readily useable by the consumer.

1. Generally prepared for off-site consumption made from raw ingredients such as dairy products, fish, fresh meats, sausages and baked goods.
2. Specialty food products or value added products sold at the market must be prepared by the vendor.
3. Any purveyor of specialty foods or value added foods must provide Market Management with proof of liability insurance naming The Forks Renewal Corporation as an additional named insured.
4. **All specialty food or value added food producers must comply with any guidelines established by either City of Winnipeg Environmental Health Services or Manitoba Environmental Health services.**
5. **Copies of all certificates of inspections must accompany applications.**

ARTS/CRAFTS:

All artisan products offered for sale at Meet the Producers Outdoor Farmers Market must be handmade and are subject to approval by Market Management based on the following:

1. The Forks Market Management will determine the number of artisan applications available each week.
2. At least 50% of the value of the finished product must be an original, unique design and/or workmanship of the vendor. Selling of any pre-assembled or imported jewellery in any form, i.e. rings, bracelets, etc, will not be permitted.
3. Items which may be approved for sale at Meet the Producers Outdoor Farmers Market includes but is not limited to: pottery, mosaics, dried flowers, beadwork, ceramics, textiles, wreaths, glass, sculpture, leather, paintings, wood crafts, metal crafts, handmade paper, and photography.
4. Applications from vendors will be accepted under the following criteria:
 - a. Vendor must provide photos or samples of work to be sold at the Outdoor Farmers Market.
 - b. Vendors maybe asked to give a presentation or demonstration of their work.
 - c. Only those approved items will be allowed to be sold.

STALL SPACE ASSIGNMENT

GENERAL RULES:

1. Stall space will be assigned by The Forks Market Management. Vendors must accept stall space assigned by The Forks Market Management.
2. Stall space will be issued in increments of approximately 10' x 10'. Canopies are not supplied.
3. Space is limited, therefore, in the event a vendor will not be at Market the following Sunday, the vendor must notify the Forks Market Management by noon the Thursday before the Outdoor Farmers Market day to allow reassignment of stall space.
4. Reserved space must be claimed by 10:15am on Sundays or it will be reassigned.
5. Preference of stall space will be given to agricultural vendors.

GROWER MEMBERS:

1. Up to two 10' by 10' spaces maybe acquired by grower members if space is available.
2. Payment will be at the rate of \$25.00 per space per day.
3. There is limited parking available on The Forks site, vendors will be asked to unload their merchandise into their designated area and will then be directed to The Forks Site overflow parking. Parking will be free – but you will need to acquire the appropriate pass for your vehicle dash from Market Personnel

NON-FOR-PROFIT BOOTH:

1. As space is available a Community Event Booth maybe obtained.
2. The booth fee will be \$25 if sales will be made at booth or \$15 a day if it is an informational booth with no sales.
3. Only one community booth will be allowed per week.
4. You must have a charity number to qualify for this table.

USE OF SPACE:

APPEARANCE:

Because we are located on The Forks Site, appearance is extremely important. The Market Management will monitor the appearance of stalls and will assist in effectively displaying products. An attractive display is an asset to The Outdoor Farmers Market and is good business for you. The following rules will accomplish this:

1. Vendors are responsible for keeping spaces clean and attractive at all times during Outdoor Farmers Market hours. This includes the entire perimeter of your space (including, but not limited to the front of your display, the sides and behind your booth.)
2. Vendors are responsible for cleaning stall space and removing their own refuse, boxes, signs and unsold product at the end of the Market Day.
3. All compostable left over product, recycling products and trash should be placed in the correct bins at the information booth at the front of the Plaza area.

SIGNAGE

1. Vendors must provide a sign identifying themselves or their business.
2. Signage other than identification of business or product must be approved by Market Management.
3. All signage must be contained within space rented by vendor.
4. Signage must not obstruct the view or interfere with any neighbouring vendor space.

GENERAL TRAFFIC RULES:

LOADING/UNLOADING VEHICLE TRAFFIC:

VENDORS CAN PULL THEIR VEHICLES ONTO THE PLAZA SPACE IN A CONTROLLED MANNER TO UNLOAD. ONCE UNLOADED, VEHICLES WILL NEED TO BE PARKED IN THE OVER FLOW PARKING LOTS ON THE WEST SIDE OF WATERFRONT DRIVE.

START OF DAY:

1. Set-up can be as early as 7am on Market Day, with minimum hours from 11am to 4pm.
2. Vendors parking will be provided on the west side of Waterfront Drive. A map will be provided on arrival.
3. All vehicles must unload and then be from the Market area prior to any stall setup.
4. Any vendor arriving after 11am must carry all goods and products into the Plaza area.

Vendors with trailers must arrange with Market Management prior to arrival for stall assignment

END OF DAY

1. Vendors must remain open and selling until 4pm.
2. Vendors must have booths disassembled and product ready to load prior to bringing vehicles into the Plaza Area.
3. Vendors with trailers cannot load before 4pm.

SAFETY:

Customers and vendor safety is of the utmost importance. The following safety measures must be considered in booth set-up and tear down:

1. Power cords must be covered.
2. All signage and display material must be appropriately secured.
3. Potentially obstructive displays must not endanger the customer flow of traffic.
4. All display areas must accommodate a safe customer access to your booth.
5. Canopies must be anchored according to manufacturer's instructions.
6. COMMON SENSE & COURTESY MUST BE OBSERVED AT ALL TIMES!
7. Be Especially aware of:
 - a. Vehicle loading and unloading
 - b. Correct practices for parking while unloading
 - c. Vehicle movement throughout the Plaza area during set up/tear down times.

MARKET OBLIGATIONS

1. Event Permit for The Market
2. Limited electricity; advance arrangements must be made with Market Management.
3. Trash receptacles and recycling for the general Market area.
4. Advertising and promotional support through the Market season.
5. General liability insurance to cover overall Market.

VENDOR OBLIGATIONS:

VEHICLES/LICENSES/INSPECTIONS:

1. Vendors are responsible for complying with Provincial and local health requirements and for obtaining all permits, licenses, and or inspections applicable to their products and facilities. All permits and/or licenses must be posted each Market day, i.e. organic certification, processed food licensing and health inspection.
2. All vendors must identify The Forks Renewal Corporation as an additional named insured. All vendors must supply a copy and a minimum of \$1,000,000 insurance is required.
3. Thermometers will be provided by the vendors and must be kept in all coolers used for food storage in order to facilitate inspection of heating and cooling systems by Environmental Health.
4. Vendors providing samples must remain within the boundaries of the space provided.
5. All food handling vendors i.e. samples, on site food vendors, must pay extreme attention to sanitation and proper food handling techniques.