



## Manitoba Choral Association Outdoor Choral Festival Vendor Guidelines

### Contact Information:

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### Introduction

Thank you for your interest in selling your products at Manitoba Choral Association's (MCA) outdoor choral festival! This document details rules, regulations, and general guidelines for all Festival vendors. Vendors and prospective vendors are required to read and abide by all guidelines.

All products sold at the Festival must comply with all Manitoba and federal laws, statutes, ordinances, and labeling requirements. Vendors are responsible for contacting agencies and payment of any permit/license fees. Vendors are expected to provide MCA with a copy of all required permits, licenses, certificates, and/or insurances.

### About the Festival

Established in 1976, Manitoba Choral Association is a non-profit organization dedicated to supporting, strengthening, and promoting the choral arts in Manitoba. The choral community has been deeply impacted by the pandemic. For over two years, choirs have been forced to modify and/or cancel their activities. To celebrate the much-anticipated return to in-person singing, MCA will host an outdoor choral festival at the Lyric Theatre in Assiniboine Park on Saturday, October 1, 2022. The festival will feature performances of local choirs and singing ensembles, workshops for singers, and opportunities for reconnecting with community members. To complete the festival atmosphere, we are seeking local vendors to sell food, crafts, and other products to Festival attendees. We expect a minimum of approximately 500-750 people to attend the Festival over the course of the day, but as a free event, the Festival will also be accessible to the public visiting the park.

### Vendor Booth Details & Fees

Vendors must fill out an application form to secure their space at the Festival. Space is limited so vendors are encouraged to apply early. The deadline to receive applications for booth space is August 12, 2022. MCA will review all applications and will confirm space reservations within 10 business days of the deadline. Priority will be given to vendors selling food and/or products that are locally sourced and/or offer variety in the types of food/products being offered by other applicants.

Vendors with food trucks or food stands may park in an assigned spaces on the grounds. Non-food vendors will receive a 10' by 10' space on the grounds. Spaces will be assigned to all vendors closer to the Festival date.

Thanks to funding from The Winnipeg Foundation, MCA is able to offset some of the vendor registration costs required by the Assiniboine Park Conservancy. Booth costs for the day are therefore as follows:

	Assiniboine Park Fee	MCA Subsidy	Vendor Pays
Vendors selling food	\$400.00	\$200.00	\$200.00
Vendors selling crafts/packaged food products	\$100.00	\$50.00	\$50.00
Game booths	\$100.00	\$50.00	\$50.00

**NOTE:** We do not have the ability to provide electrical or water hookups in the park. Vendors are responsible for providing their own tables, chairs, display equipment, tent(s), and/or generators, etc. for their booths. Any tents and/or generators to be set up must be indicated on your application form.

**Fees are non-refundable and may be paid by e-transfer to [info@mbchoralassociation.ca](mailto:info@mbchoralassociation.ca) or by cheque made payable to *Manitoba Choral Association* within five (5) business days of being approved.**

### Vendor Guidelines

- Vendors are responsible for providing their own signage, tables, chairs, display equipment, tent(s), and/or generators, etc. for their booths. Any tents and/or generators to be set up must be indicated on your registration form.
- Vendors are responsible for arranging setup and teardown of their booths during the prescribed times.
- All vendors must have their booths set up and ready for sales 15 minutes prior to Festival start time, and may tear down their booths no earlier than the Festival end time (times are dependant on performance numbers and will be provided no less than two weeks prior to Festival date).
- Booths must not be left unattended. At least one representative of the business (including but not limited to the business owner, designate, business staff, and/or a business volunteer) must be present at the booth for the entirety of Festival day.
- Vendors are responsible for ensuring their representative(s) abide(s) by all vendor guidelines.
- Vendors may sell their goods at any price they choose.
  - Prices must be clearly displayed on, or nearby, the goods for sale.
  - Vendors' names must be clearly displayed.
- Vendors selling food (both packaged and ready-to-eat food) must either have their own permits, or abide by the "City of Winnipeg/Province of Manitoba: Guidelines for the Operation of a Temporary Food Market". Vendors selling food of any kind must have at least one person at their booth with a Food Handler's Certificate.
- Vendors must have all applicable permits for their products.
- Vendors must comply with all Manitoba public health regulations and/or health and safety policies in place by MCA at the time of the event.
- No smoking is allowed at vendor booths.
- Vendors are responsible for garbage pick-up in their stall area.
  - Vendors selling food meant for immediate consumption must provide adequate garbage receptacles at their booths.
  - Garbage bins on site are for public use only; vendors are responsible for removing their own garbage at the end of the day.
  - Recycle bins are available on site. All recycle materials must be broken down to fit in the bins. No garbage is allowed in the recycle bins.
  - Vendors found leaving garbage on site, or disregarding other rules around garbage management will be subject to a clean up fee.
- Vendors fees and booths are non-transferable. If a vendor needs to cancel their reservation, please inform MCA immediately so a replacement vendor may be found.

**NOTE:** The above guidelines are subject to change at MCA's discretion due to customer and vendor safety, extreme weather conditions, or otherwise.