

Vendor checklist

Before the Market season

	<p>Did I read the Vendor Guidelines?</p> <ul style="list-style-type: none">• The Vendor Guidelines are accessible through this page: https://jeudisfranco.com/market-vendor-registration/
	<p>Did I upload 3 to 5 photos of my products on the registration form or email them to the Market Team?</p> <ul style="list-style-type: none">• At least 1 of my booth set-up and 2 of my products• Market Team email: Market@cdem.com
	<p>Did I upload my permits or email them to the Market Team (if applicable)?</p>
	<p>Did I receive confirmation of my <u>selected market dates</u>?</p>
	<p>Did I receive <u>final confirmation of participation dates</u>?</p> <ul style="list-style-type: none">• If I haven't received confirmation for my market dates by May 30, I should follow up with the Market Team.
	<p>I understand that I must collect and share my sales data.</p> <ul style="list-style-type: none">• A reminder with a link to the form will be sent at the end of the month. For more information about the data we expect, please see the Sales Data Guide available on the website.

During market season

A week before my Market date(s)

	<p>Did I confirm my participation through the confirmation form at least 3 days before the market (before Market week Monday) ?</p> <ul style="list-style-type: none">• To confirm my participation, I will fill the form sent on the Saturday morning by the Market Team.
	<p>Did I confirm what services I require (access to electricity, etc..)?</p> <ul style="list-style-type: none">• In the same form to confirm my participation, I select what services I require for the upcoming market.• Reminders for Vendors who intend to serve samples:<ul style="list-style-type: none">○ Vendor must bring their own flooring, unless Market Team has informed them, they will be placed on concrete ground.○ For all rules pertaining to serving samples, please review the following : Manitoba Farmers' Market Guidelines
	<p>Did I take note of my time obligations as a Vendor?</p> <ul style="list-style-type: none">• I must arrive as early as 4 p.m. to set up my booth and to pay my booth fee.• My booth must be ready before the market starts at 5:30 p.m.• I am required to stay at my booth until Market closing at 8:30 pm• I must vacate the Market site by 9 p.m.
	<p>Do I have my permits ready? (if applicable)</p> <ul style="list-style-type: none">• If I sell food related products, cosmetics, bath and body products, I will have my permits printed and ready for the health inspector.• If I am selling alcohol, I have communicated with the LGCA to obtain permission to do so.
	<p>Did I inform the Market Team of any changes in the products I intend to sell?</p> <ul style="list-style-type: none">• If I want to bring new products, they MUST be approved by the Market Team beforehand. Until they are approved, I cannot sell said product.

On the Market Day

	<p>Did I communicate any delays or changes in my participation as soon as possible with the Market Team?</p> <ul style="list-style-type: none"> • A vendor who fails to show without notice or cancels without proper notice (less than 48h) will have to pay a no-show fee of \$25 and may lose other market dates that had been allocated to them. • Emergencies and extenuating circumstances will be considered at the discretion of the Market Coordinator. • In case of a last-minute cancelation, call or text: <ul style="list-style-type: none"> ○ Gabrielle: 431-375-1191 ou ○ Hannah: 204-720-2537
	<p>Did I check my emails for any messages from the Market Team? Was I informed of any changes in my booth location or of a market cancelation?</p> <ul style="list-style-type: none"> • I check my emails around noon the day of the market to stay informed of any last-minute changes and updates.
	<p>Am I prepared to pay the booth free (debit or credit only)?</p> <ul style="list-style-type: none"> • All transactions will take place at the Vendor Check-in table. Vendors are to check in with the Market Team and pay their \$30 booth fee (per market) upon arrival.
	<p>Did I pack everything I need?</p> <ul style="list-style-type: none"> • See list below

	Table
	Tent
	Chair
	Weights and bungees
	Tablecloth
	Trolley
	Extension cord
	Float for cash transactions

	Hat
	Water bottle
	Pen or pencil
	Sales Tracker Sheet
	Garbage bags
	Hand sanitizer
	Bug spray + sunscreen
	Flooring if I'm offering samples