

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 Vendor Coordinator?</p> <ul style="list-style-type: none">• At least 1 of my booth set-up and 2 of my products• Vendor Coordinator email mdupuis@cdem.com
	<p>Did I upload my permits or email them to the Vendor Coordinator (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 23rd, I should follow up with the Vendor Coordinator.
	<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 Vendor Coordinator.
	<p>Did I confirm what services I require (table, tent and access to electricity, ect.)?</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 Vendor Coordinator 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 Vendor Coordinator 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 Vendor Coordinator 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 Vendor Coordinator?</p> <ul style="list-style-type: none"> • If I fail to cancel without proper notice (less than 48h), I will forfeit my security deposit. Emergencies and extenuating circumstances will be considered at the discretion of the Market Coordinator. • In case of a last-minute cancellation, call or text 204-229-7785.
	<p>Did I check my emails for any messages from the Vendor Coordinator? Was I informed of any changes in my booth location or of a market cancellation?</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 security deposit and other fees (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 pay a \$100 security deposit upon arrival to their first market date and their \$25 booth fee (per market). Vendors will be refunded \$50 amount when all the seasonal Sales Data is submitted.
	<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