

MARCHÉ D'ÉTÉ ST•BONIFACE SUMMER MARKET

Vendor Guidelines

Saint-Boniface Summer Market 2025

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Provincial Farmers' Market Guidelines

Please review the following link to ensure you are complying with the Manitoba provincial guidelines while serving as a vendor this season at the Saint-Boniface Summer Market.

[Provincial Farmer's Market Guidelines](#)

Definitions

Farmers' Market: a short-term operation under the direction of a designated Market Coordinator that allows Vendors to sell produce or prepared food products.

Makers' Market: a market for creators of handmade decorative or food items, without resale or mass production, focusing on quality local craftsmanship.

Vendor: a person renting a space in a market to sell their own products, responsible for their sale and presence.

Low barrier vendor: a person with little to no market experience who struggles to cover their daily booth fee. Certain fees can be negotiated to support qualifying vendors.

Market Coordinator: the person responsible for organizing, designing, operating, and maintaining the market according to regulations, and for submitting the permit application.

Vendor Coordinator: the person responsible for coordinating vendors, logistics, and communication with vendors. They approve potential vendors and products to be sold. Scheduling, cancellations, and payments go through them.

Primary contacts

Market Coordinator - Françoise Therrien-Vrignon

ftv@cdem.com - 204-930-8862

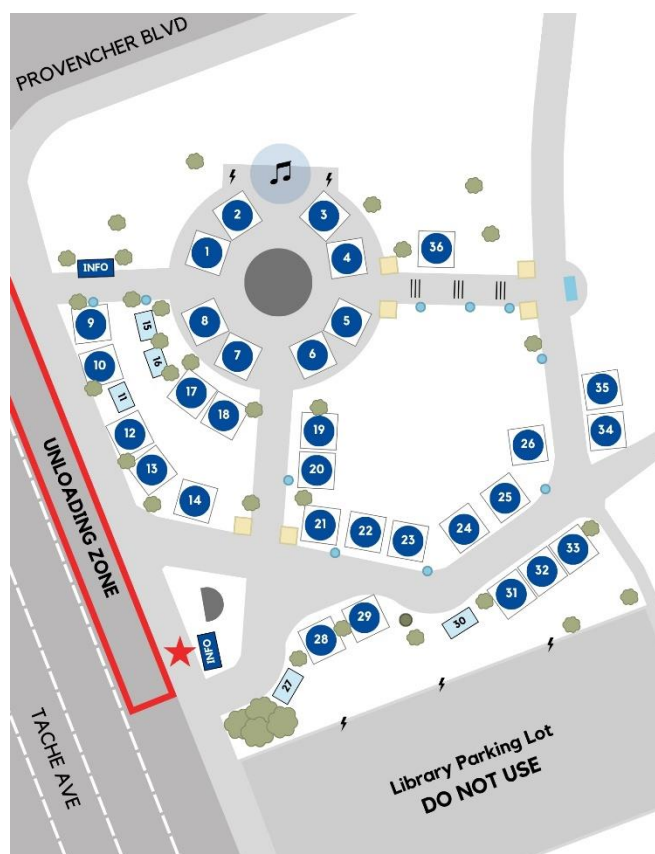
Vendor Coordinator (scheduling and cancellations) - Mélodie Dupuis

mdupuis@cdem.com - 204-229-7785 (new phone number)

Market Details

General details

1. Every Thursday beginning June 5 until August 28, 2025.
2. The arrival of vendors and set up will be from 4 p.m. onwards. Be sure to arrive early enough to have time to pay your fees before setting up your booth.
3. Hours of operation: 5:30 p.m. until 8:30 p.m.
 - a. Sales must take place during hours of operation.
4. Your booth must be ready no later than 5:30 p.m. (if you require more time, confirm with the Market Coordinator upon registration).
5. Clean-up is done from 8:30 p.m. onwards and must be completed by 9 p.m.
6. **Our market follows the Make it, Bake it, Grow it policy, meaning our vendors can only sell handmade or home-grown products. Factory-made products are not permitted, and imported products must be approved beforehand.**
7. Our market will not grant work visas for international vendors.



Location

665 Taché Ave, Winnipeg, Manitoba.

Access

1. Nearby parking: ample street parking on Taché Ave and Dumoulin Street.
2. **Refrain from parking in the Library Parking lot.**
3. There is a designated loading zone in front of the Market on Taché Ave. Try to unload quickly to let other vendors use the unloading zone.
 - a. All market staff will be wearing a market T-shirt and Staff will be ready to assist you in unloading your things.
4. The **restrooms** are located at 131 Provencher Boulevard and are accessible to registered vendors. The Market Coordinator will have the **key** and provide you with access upon request.

Vendor Logistics

Vendor categories

- a. **Vendor:** An established vendor with market experience.
- b. **Low barrier vendor:** A vendor new to markets, a new entrepreneur, or one requiring a low barrier fee structure. The Market and Vendor coordinators will confirm qualifications after discussion.
- c. **Young Entrepreneur:** A vendor under 18 wanting to sell their products, a participant in CDEM's Young Entrepreneur camps, or accepted by CDEM's Youth Vendor Program. Must follow all vendor guidelines and require a guardian's signature to participate.

Kiosks: Fees and Logistics

Vendor fees (mandatory)	
Seasonal deposit (100\$ with 50\$ returned)	\$100
Booth fee per market	\$25
Fees per market (optional)	
Access to rent half a tent	\$20
Access to rent table	\$10
Electrical hook up	\$5

- 1. All Vendor fees will be processed on site through credit or debit before Market opening at the check-in table. The Vendor Coordinator will not accept cash, cheques, or e-transfer.
- 2. A **\$100 security deposit** for the 2025 season is required via debit or credit on your first market date. Half of the seasonal fee will be returned to the Vendor at the end of the season if the vendor complies with the Vendor Guidelines and submits their sales data. The amount will not be refunded if the Vendor Guidelines are breached.
- 3. A **booth fee** payment will be required at check-in at every market date. Be sure to be on site early enough to pay your fees before setting up.
- 4. Access to **rent half a canopy tent** is available to vendors who need it. Please use your own canopy tent if you have one. Note that the fee allows for half a tent only and that the 10x10 canopy would be shared with another vendor. Be mindful of the space you need!
- 5. A **table** is only provided to vendors who require them upon prior reservation with a fee. Every vendor should bring their own table if they have one.
- 6. Upload at least one picture or sketch of your booth when filling out the registration form.
- 7. Bring your tablecloth(s), chair(s), water, weights, and paper to keep track of your sales (papers to keep track of your sales will be available at the check-in table).
- 8. **Electrical outlets** are limited and available depending on the kiosk location and the nature of the products for sale. Rental fee for access to electricity is \$5 per market. Vendors should bring

standard extension cords for access (limited quantity of outlets - if you require electrical outlets, please inform the Vendor Coordinator beforehand).

9. Any **generator**, electrical or fuel-powered, needs prior approval by the Vendor Coordinator for pollution and noise control.
10. Specific or requested booth placements cannot be guaranteed, as they are attributed by priority and discretion of the Vendor Coordinator and are subject to change.
11. A food vendor giving out samples or doing food handling on site **must have their own temporary flooring** or must have prior confirmation from the Vendor Coordinator that they are placed on concrete ground, as required by provincial rules.
12. **Every service you require will need to be confirmed the week prior to your market dates in a weekly confirmation form sent on Saturday morning and due before 9 am Monday of Market week. Please be sure to confirm these needs and inform the Vendor Coordinator should there be changes.**
13. If you have trolleys to transport your equipment, please use them.
14. Please discuss with the Market Coordinator beforehand for any arrangements required for unloading equipment or products at the market (ex.: assistance with product transport, handicap parking, etc.)
15. The spaces are allocated by the Market and Vendor Coordinators; you cannot make the decision to change your location without the agreement of the Vendor Coordinator.
16. Please inform the Vendor coordinator if the space you need is smaller or bigger than a 10x10 area.
17. Be careful not to impose on your neighbouring kiosk. Please consider the space assigned to you when planning your materials and setup.

Payments

1. All vendors must be able to accept cash and debit or credit card payments.
2. Please make sure you have a float for any cash transactions.
3. There is no internet available on site, and vendors are responsible for managing any cellular data charges.

Permits

1. The Market Coordinator is responsible for obtaining the Provincial Farmers' Market permit along with any additional permits required to host the market.
2. The licensing process is independent of the organizing committee and requires **all vendors to provide the following documents:**
 - a. A list of products that will be sold during the market.
 - b. A description of their products fabrication process. Be sure to specify any steps that are handmade and any steps that are done through a machine.
 - c. 3 to 5 photos of your products (High Resolution).
 - d. All approved certifications and permits necessary for your products.
3. **Please send your images and a copy of your permits to the Vendor Coordinator, Mélodie Dupuis mdupuis@cdem.com**
4. If you are a business that makes skincare, cosmetics, bath and body products, please ensure you have a Cosmetics Notification #, as required by Canada Health.

IMPORTANT :

5. If you are a **food-related business**, you must have your permits from Health Manitoba to participate in our market. Depending on your products, this may, or may not, include:
 - a. A Food Handlers' Certification for you, your family member or booth rep.
 - b. A Health Permit from your commercial kitchen.
 - c. A Meat Hawkers' Permit and/or,
 - d. A Temporary Food Establishment Permit
6. Food-related businesses **must** have all items approved by the health inspector. **If a vendor wishes to add new items, they must seek approval before being permitted to sell those items at our market.**

If you have questions, please contact your local health inspector.

Ms. Omo Idedia
Public Health Inspector
Manitoba Health Inspection,
845 Regent Avenue, Winnipeg
Omo.Idedia@gov.mb.ca

Sanitary Measures

1. All vendors agree to follow the sanitary and safety protocol put in place by the Market Coordinator based on current Manitoba Public Health and Safety guidelines.
2. Sanitizers will be accessible at the information table. Handwashing and water are available at 131 Provencher Blvd.

Content Standards

All products offered for sale at the Market should adhere to the following content standards:

1. Make it, bake it, grow it!
Our market vendors can only sell handmade or home-grown products. Factory-made products are not permitted, and imported products must be approved beforehand.

Products should not contain depictions of commercialized characters or symbols (for example: Nike, Pikachu, Spider-man).
2. All-ages messaging:
Products must use appropriate and respectful language, avoiding profanity, vulgarity, hate speech, discrimination, and violent content. Symbols or imagery associated with hate groups or offensive entities are prohibited. Explicit sexual content is not allowed, though tasteful artistic representations of the human body are permitted. Products should not promote or glorify illegal drugs, alcohol, or tobacco use.
3. Cultural Appreciation:
Products must not appropriate cultural elements in a disrespectful or trivializing manner, including traditional clothing, symbols, artifacts, or practices from cultures the vendor does not belong to. Vendors should educate themselves about the origins and significance of cultural elements they wish to use and seek permission or collaborate with members of the culture when appropriate. Products should honour and respect the cultures they represent, avoiding stereotypes or reductive portrayals.
4. Language and messaging:
Should a vendor wish to sell products with messaging written in English at our bilingual market, they are encouraged to translate their messaging to the beautiful French language.

A vendor wishing to translate their products are encouraged to submit their translation for validation with the Market organizers. Google Translate is a helpful feature but often misses nuances and struggles to translate expressions adequately. Our teams would be thrilled to support vendors wishing to expand their product lines with French messaging.

All vendors are encouraged to submit pictures of their products while applying to be a vendor. The Market organizers are here to help ensure all products align with these content standards.

Commitment

1. Vendors should expect to receive an email on Saturday morning about their participation in the upcoming market. A vendor must confirm their participation for the market by Monday morning of market week. A vendor who fails to confirm their participation before Monday will have their space given to someone on the waitlist.
2. You must occupy your booth for the duration of the market. You are asked not to leave or pack up your equipment during this period.
3. You are responsible for your kiosk installation, inventory, and tracking sales. For this reason, you must ensure a presence at your booth for the duration of the event.
4. You are eligible to only sell products that were disclosed within your registration form. If you want to sell additional products, this must be disclosed to the Vendor Coordinator ahead of time (specifically food products).
5. **You are responsible for cleaning all garbage or waste generated at your booth.**
6. At the end of every month, the Vendor Coordinator will send out a Sales Data form to the vendors who participated. A vendor who fails to submit their sales reports before September 15, 2025, will forfeit their \$ 100 deposit.
7. The market team will take photos and videos of the market for promotional purposes and its reports. By committing, vendors authorize the use of their image, that of their product and of the market within the framework of the initiative, the Jeudis Franco Thursdays and more generally, tourism in St. Boniface.

Cancellation

1. Should a vendor be unavailable to be present for a pre-established market date, they should inform the Vendor Coordinator as soon as possible, and **at least 48 hours** prior to market opening so that their kiosk may be yielded to a vendor on the waiting list.
2. A vendor who fails to show without notice will automatically lose their \$100 deposit and potentially other market dates that had been allocated to them, at the Market Coordinator's discretion.
3. A vendor who fails to cancel without proper notice (less than 48 hours) will forfeit their security deposit. Emergencies and extenuating circumstances will be considered at the discretion of the Market Coordinator.

Reporting

1. By committing to our market, vendors understand that they will have to communicate the **number of products sold, total sales, and what products performed best** and give general feedback about the market **at the end of every month through the online form**.
2. The Vendor Coordinator will send a reminder at the end of the month to fill out the online form.
3. The results will be submitted in their entirety as requested by the Market Coordinator. Individual data will remain confidential. All data must be submitted by September 15, 2025.

Security

General notes

1. The partner organizations, organizing committee, staff, or Market Coordinator cannot be held responsible for theft, breakage, deterioration, or any other incident during the market, including weather-related incidents.
2. In case of any health problem or safety incident, please report it immediately to the Market Coordinator.
3. Use of verbal threats or any act of violence towards visitors, other vendors and/or market staff will not be tolerated.

Weather Protocol

1. In the case of rain, intense wind, or any other non-permitting weather circumstances, the market will be cancelled, and fees will not be charged.
2. **Even in poor weather conditions or forecasts, we expect vendors to be at the market location, ready to set up, unless they have been told the market is cancelled.**
3. The Market Coordinator will make the decision before noon on the day of the market and advise all scheduled vendors via email. Please make sure to check your email at 12 p.m. on market days.
4. Should the Market Coordinator alert vendors to start packing up during the market due to changing weather, vendors are expected to act immediately to facilitate tear down and seek shelter.
5. Should the Market Coordinator alert vendors and clients to seek shelter, people are expected to move to the St. Boniface Library lobby directly across Taché Ave.
6. In the case of cancellation, the market will not be rescheduled to a later date.

Safer Spaces Code of Conduct

1. All vendors are expected to adhere to the Safer Spaces Code of Conduct.



Agreement

1. The St. Boniface Summer Market Executive Committee and CDEM reserve the right to rescind the participation of any vendor at any time and without prior notice. This decision may be made for various reasons, including but not limited to non-compliance with market rules, inappropriate behaviour, customer complaints, dishonest representation, violation of our Safer Spaces, emergencies, or any other reason deemed relevant by the organizers.
2. If the participation of a vendor is cancelled by market organizers, the vendor will be notified as soon as possible. No refunds of participation fees will be granted, except at the discretion of the organizers.
3. This clause is implemented to ensure the smooth operation of the market and to maintain a safe, pleasant, and professional environment for all participants and visitors.
4. **By registering at our market, you confirm that you have read and agreed to comply with the Vendor Guidelines.**