



GATHER Outdoor Choral Festival 2024 Community Table Information & Guidelines

Contact Information:

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Thank you for your interest in having a Community Table in our Community Tent at Manitoba Choral Association's (MCA) outdoor choral festival, GATHER! This document details rules, regulations, and general guidelines for all applicants. All applicants are required to read and abide by all guidelines.

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. We are looking forward to celebrating the return of MCA's outdoor choral festival, **GATHER** at the **Lyric Theatre in Assiniboine Park, Winnipeg/Treaty One Territory** on **September 28!** This event is **FREE** for all to attend and is part of the [City of Song](#) initiative in celebration of Winnipeg's 150th anniversary. The festival will feature performances from Manitoba choirs, vocal ensembles and musical acts, and will offer free participation in choral workshops throughout the day. In the spirit of community, we are offering arts organizations, non-profits, choirs, and other groups the chance to promote themselves and their programs and services to festival goers in our Community Tent. We expect approximately **1000-2000 people** will 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.

Community Table Details & Fees

Applicants must fill out an application form to secure their space in the GATHER Community Tent. Space is limited so applicants are encouraged to apply early. Applications will be received on an ongoing basis until all spots are filled. Priority will be given to applicants that support MCA's mandate and/or the community focus of the festival.

Organizations have two options to promote their programs and services at GATHER:

	Regular Rate
Regular Table (6' x 2' table + 2 chairs provided; promo materials/giveaways only – no sales permitted)	\$50.00*
Section of Table (12" x 24" section of table for handouts/posters; MCA Members only)	FREE

**Plus: MCA Members get 10% off their booth cost!*

NOTE: We do not have the ability to provide electrical or water hookups in the park. All applicants are responsible for their own power and/or water requirements if needed.

Application fees are non-refundable and must be paid by credit card, e-transfer to info@mbchoralassociation.ca, or cheque made payable to Manitoba Choral Association no later than August 1, 2024.

Community Table Guidelines – *Please read carefully*

The following guidelines apply to regular Community Table applicants only. For MCA Members taking advantage of the free table section option, please see below.

- Applicants are responsible for providing their own signage and display equipment. A 6' x 2' table and 2 chairs will be provided to each accepted applicant within our Community Tent.
- Applicants are responsible for the setup and teardown of their table display during the prescribed times.
- All applicants must have their tables set up and ready 15 minutes prior to festival start time, and may pack up their display 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).
- Applicants are not permitted to sell materials/products at their table. Applicants who would like to sell materials/products must apply to be a GATHER Vendor.
- Tables must not be left unattended. At least one representative of the group (i.e. employee or volunteer) must be present at the table for the entirety of festival day.
- Applicants 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 in the Community Tent.
- Applicants are responsible for garbage pick-up in their table area.
 - Garbage bins on site are for public use only; applicants 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.
 - Applicants found leaving garbage on site, or disregarding other rules around garbage management will be subject to a clean up fee.
- Table fees are non-refundable and non-transferable. If an applicant needs to cancel their reservation, please inform MCA immediately so a replacement applicant may be found.

FREE Community Table Section Guidelines – *Please read carefully*

The following guidelines apply to MCA Members taking advantage of the free table section option only:

- Applicants may display print materials/signage including but not limited to posters, handouts, signs, etc.
- Applicants must drop off all materials to the MCA office no later than September 13, 2024. Applicants may choose to send digital files to print at the MCA office at their own expense.
- All materials must fit into a table area measuring 2 sq. ft. (12" x 24")

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