



## GATHER Outdoor Choral Festival 2024 Vendor Information & Guidelines

### Contact Information:

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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 GATHER vendors. Vendors are required to read and abide by all guidelines. All products sold at GATHER must comply with all Manitoba and federal laws, statutes, ordinances, and labelling 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 if applicable.

### 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 our 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 150<sup>th</sup> 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. To complete the festival atmosphere, we are seeking local food and artisan vendors to set up around the grounds. 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.

### Vendor Booth Details & Fees

Vendors must fill out an application form to secure their space at GATHER. Space is limited so vendors are encouraged to apply early. MCA will review all applications and will confirm space reservations within 10 business days of the deadline. In an effort to ensure that there is a variety of local food/products offered at the festival, priority will be given to vendors selling food and/or products that are locally sourced and/or are different to the types of food/products being offered by applicants that have already applied.

Vendors with food trucks or food stands will park in an assigned space 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.

Vendor costs for the day are as follows:

	Early Bird Rate (until July 15)	Regular Rate (after July 15)
<b>Food Vendors</b> (food/drink for on-site consumption, ready-made meals, etc.)	\$300.00 + GST	\$350.00 + GST
<b>Artisan Vendors</b> (art, handicrafts, promotional merchandise, packaged food products, etc.)	\$100.00* + GST	\$125.00* + GST

*\*MCA Members get 10% off their booth cost!*

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

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

**Vendor Guidelines – *Please read carefully***

- 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 the 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 any time. 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.
- Food Services vehicles must provide plywood for under their tires, generators, and water spigots.
- Coca-Cola is the preferred brand for carbonated beverages and bottled water being sold in the park.
- 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 designated 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-refundable and 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.