



FOOD VENDOR APPLICATION FORM

DETAILS

Planning is well under way for the 55th edition of the Festival du Voyageur which will take place from February 16 to 25, 2024. We are currently seeking mobile food vendors to offer service in Parc du Voyageur. Festival du Voyageur is Western Canada's largest francophone event and attracts upwards of 75,000 visitors, over 55,000 of them passing through Voyageur Park.

Please read all the information below before submitting an application.

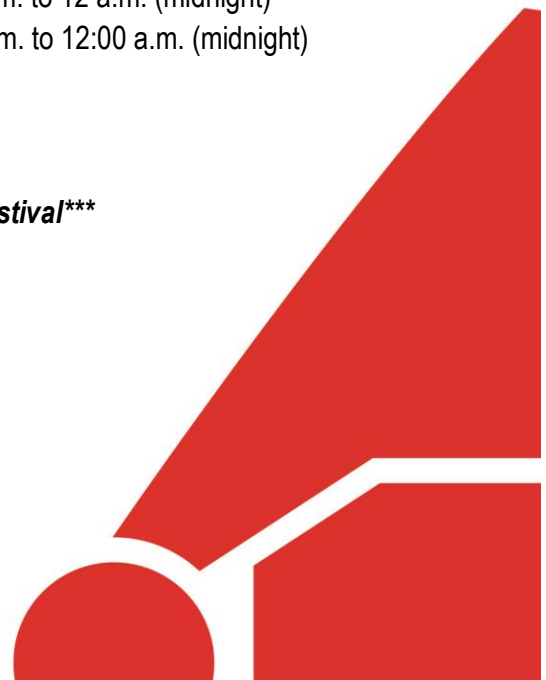
LOCATION

Festival du Voyageur 2024 will be held at the Voyageur Park, 866 St Joseph Street (corner of St. Joseph and Messenger) in Winnipeg, Manitoba. Mobile Food Vendors will be setup inside Voyageur Park.

DATES AND HOURS

Friday, February 16	9:00 a.m. to 3:00 p.m. AND 6:00 p.m. to 12:00 a.m. (midnight)
Saturday, February 17	10:00 a.m. to 12:00 a.m. (midnight)
Sunday, February 18	10:00 a.m. to 12:00 a.m. (midnight)
Monday, February 19	10:00 a.m. to 7:00 p.m.
Tuesday, February 20	9:00 a.m. to 3:00 p.m.
Wednesday, February 21	9:00 a.m. to 3:00 p.m.
Thursday, February 22	9:00 a.m. to 3:00 p.m. AND 6:00 p.m. to 12 a.m. (midnight)
Friday, February 23	9:00 a.m. to 3:00 p.m. AND 6:00 p.m. to 12:00 a.m. (midnight)
Saturday, February 24	10:00 a.m. to 12:00 a.m. (midnight)
Sunday, February 25	10:00 a.m. to 7:00 p.m.

*****Vendors must be open during all hours of the Festival*****



SETUP AND TEARDOWN

Setup will take place the week of February 5, 2024. Final setup times will be determined closer to the event.

Teardown will begin at 7:30 p.m., Sunday, February 25, 2024 and must be completed by Tuesday, February 27, 2024. Please note that power to vendors will be cut off after 9 a.m. Monday, February 26, 2024.

SELECTION CRITERIA

Since space is limited and since we want to assure profitability for the vendors, a selection process is in place. Applications will be considered on the basis of: product quality, originality, balance of products available at Parc du Voyageur, experience with other festivals or special events, and previous history with the Festival du Voyageur. Please note that previous experience at Festival du Voyageur does not guarantee a vendor a spot for the 2024 edition. Every application must be completed in full or they will not be accepted. A selection committee has been put in place to review the applications and to choose the successful candidates. The deadline to submit your application is **Friday, November 17, 2023**. All decisions made by the selection committee are final. Vendors will be notified of the committee's decision by December 1, 2023.

SPECIFICATIONS AND FEES

All vendors must provide their own truck, trailer, or booth. You will be provided an outdoor space in Parc du Voyageur.

Fees: 20% of gross sales plus 5% GST

Service in French: It is **highly recommended** to have service available in French at the counter at all times.

Signage: All signage **must** be in **both** French and English and **approved** before displaying.

Menu: All menu items must be approved by the Festival du Voyageur (FDV).

Booth presentation: Vendors' displays must not interfere with the look and feel of Parc du Voyageur. No flashing lights, music, or excessive decor are permitted.

Exclusive suppliers: The FDV has exclusive supplier contracts with the following:

- **Pop and Water** - Pepsi Bottling Group. Orders must be placed through FDV. FDV stocks and stores all Pepsi orders on site and delivers throughout the day.

Propane: All propane requirements must be confirmed with FDV by December 8, 2023. Daily refills are available. A fee is applicable depending on requirements.

Electricity: Supply is limited on the site and is based on availability. FDV's Technical Director will determine power availability and location. Only quiet generators are allowed to be used in Voyageur Park. Power to vendors will be cut off after 9 a.m. Monday, February 26, 2024. A fee is applicable depending on requirements.

Licence and Permits: The food vendor must have a valid business licence from the City of Winnipeg as well as a Food Service permit from the Manitoba Health Department and adhere to all their rules and regulations.

Daily Sales Reports: Vendors must provide daily sales reports to FDV no later than NOON the following day. Reports may be emailed, texted, or dropped off at the FDV office. Failure to do so will result in a late fee of \$250.

Payment Schedule: Vendors must submit payment as follows:

Sales Dates	Payment due
February 16 to 19, 2024	2:00 p.m. on Tuesday, February 20
February 20 to 25, 2024	2:00 p.m. on Monday, February 26
Pepsi purchases, electricity and Propane	Invoice will be sent separately

****Failure to submit payments by due date will result in FDV shutting down the vendor's booth.**

Water: Due to the nature of the winter event, no direct water service or sewer service is available. Potable water is available within close distance to the food vendors. However, based on your location, vendors will be responsible for transportation and holding of the potable water, as well as for holding of grey water in your booth or mobile food unit. FDV's port-o-potty supplier can provide daily pumping of grey water tanks. FDV will ask all vendors to confirm that they can meet these expectations upon registration.

Garbage: Vendors are responsible for placing their garbage bags in an area specified by FDV.

Admission to site: FDV will provide the vendor with passes for staff that will give them access to the site.

Deliveries: No vehicles are allowed within Parc du Voyageur less than 30 minutes before opening to public or less than 30 minutes after closing. All deliveries done during operating hours must be dropped off at the service gate (corner of Messenger St and St Joseph St) then walked over to the booth.

Security: Voyageur Park is staffed by security personnel 24/7 during the festival. FDV will not be responsible for any loss, theft, or damaged to property or goods during the event.

Insurance: All vendors are required to obtain and pay for, keep in force, and to provide as proof a Certificate of Insurance covering the following:

Commercial General Public Liability Insurance against Personal Injury and Bodily Injury including Death and Property Damage, covering all operations of the Exhibitor or Concessionaire, on an occurrence basis and having a limit of **not less than \$2,000,000**, in respect to any one occurrence, including:

- A. Premises and Operations Liability
- B. Products and Completed Operations Liability
- C. Blanket Contractual Liability
- D. Contractors Protective
- E. Owners Protective
- F. Medical Payments Liability
- G. Non-Owned Automobile Liability (including Broad Form Property Damage)
- H. Employees as Additional Insured
- I. Incidental Medical Malpractice
- J. Contingent Employers Liability
- K. 30 Day Notice of Cancellation

Such policies shall be endorsed to include the "Festival du Voyageur inc., 233 Provencher Blvd, Winnipeg, MB R2H 0G4" as an Additional Insured, with the inclusion of a Cross Liability Clause and Severability of Interest provisions.



Festival du Voyageur

Food Vendor Application Form

Festival du Voyageur 2024

LEGAL BUSINESS NAME:		
OPERATING NAME:		
CONTACT PERSON:		
ADDRESS:		
CITY:	PROVINCE:	POSTAL CODE:
TELEPHONE:	CELL:	
EMAIL:	WEBSITE:	

TYPE OF FOOD:			
TYPE OF SETUP:	Truck	Trailer	Cart
	Other: _____		
SIZE OF SETUP:	_____ (frontage) x _____ (depth)	SERVICE SIDE:	Driver Passenger

Menu: Please list proposed menu with pricing. Attach additional sheet if required.

MENU ITEM	PRICE

MENU ITEM	PRICE

Electrical requirements - please indicate amperage required

50 AMP stove plug (how many?): _____

15 AMP 120 V plug (how many?): _____

Other: _____

Propane – will you require propane supply to your booth? _____ YES _____ NO

***NEW VENDORS ONLY – Please submit the following with your application:**

- List of three (3) most recent Festival or Special Event you have participated in
- Two (2) references from other Festivals or Events
- Photographs of your display

All applications must be received by Friday, November 17, 2023. Late, incomplete, or illegible applications will not be accepted.

Submitting an application does not guarantee space at the FDV. Please email applications to: lguenette@heho.ca