



September 9, 2024,

Bonjour!

Planning is well under way for the 56th edition of the Festival du Voyageur taking place from February 14 to 23, 2025. We are currently seeking mobile food vendors to offer service in Park du Voyageur. Festival du Voyageur is the largest winter festival in Western Canada and attracts upwards of 75,000 visitors annually.

Please read all the information below prior to submitting an application.

LOCATION

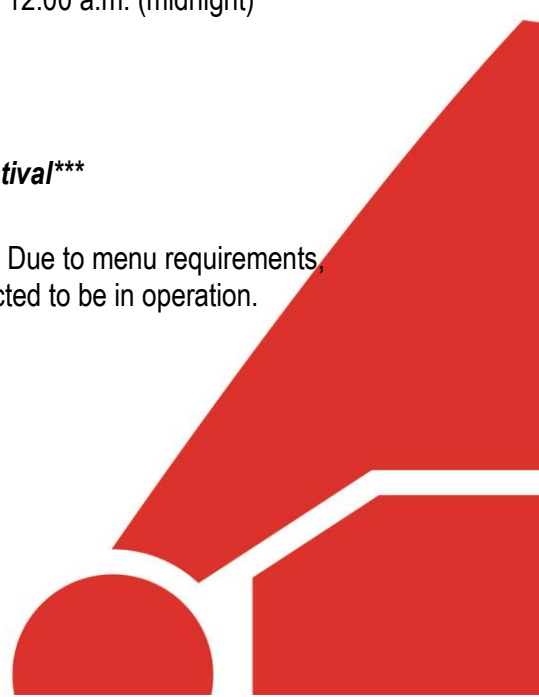
Festival du Voyageur 2025 will be held in Whittier Park, 866 St Joseph Street (corner of St. Joseph and Messenger) in Winnipeg, Manitoba.

DATES AND HOURS

Friday, February 14	9:00 a.m to 3:00 p.m.* / 6:00 p.m. to 12:00 a.m. (midnight)
Saturday, February 15	10:00 a.m. to 12:00 a.m. (midnight)
Sunday, February 16	10:00 a.m. to 12:00 a.m. (midnight)
Monday, February 17	10:00 a.m. to 5:00 p.m.
Tuesday, February 18	9:00 a.m to 3:00 pm*
Wednesday, February 19	9:00 a.m to 3:00 pm*
Thursday, February 20	9:00 a.m to 3:00 p.m.* / 6:00 p.m. to 12:00 a.m. (midnight)
Friday, February 21	9:00 a.m to 3:00 p.m.* / 6:00 p.m. to 12:00 a.m. (midnight)
Saturday, February 22	10:00 a.m. to 12:00 a.m. (midnight)
Sunday, February 23	10:00 a.m. to 5:00 p.m.

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

* The school program operates from 9:00 AM to 3:00 PM on the specified date. Due to menu requirements, only outdoor food trucks and food vendors in the Cabane à sucre tent are selected to be in operation. For further details, please consult the specifications related to the Menu.



SETUP AND TEARDOWN

Setup will take place the week of February 3. Final setup times will be determined closer to the event.

Teardown will begin at 5:30 p.m., Sunday, February 23, 2025 and must be completed by Tuesday February 25, 2025. Please note that power to vendors will be cut off after 9 a.m. on Monday, February 24, 2025.

SELECTION CRITERIA

Since space is limited and we want to assure profitability for the vendors, a selection process is in place. Applications will be considered on the basis of: esthetics of concession, product quality, originality, balance of products available at the festival, 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 2025 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, October 4, 2024 at midnight**. All decisions made by the selection committee are final. Vendors will be notified of the committee's decision by November 1, 2024.

SPECIFICATIONS AND FEES

All vendors must provide their own truck, trailer, or booth. You will be provided an outdoor or in-tent space in the park. Please note that in-tent spaces are very limited!

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). To maximize profits, we highly encourage food trucks and vendors in the Cabane à sucre tent to offer distinct menu items and pricing tailored for children during school program hours. Food trucks should submit a proposed children's menu with their application.

Booth presentation: Vendors' displays must not interfere with the look and feel of the park. 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 17. 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 the park. 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 submit an official daily sales report, including cash sales, generated from a POS system or similar program. Reports should be provided to FDV no later than noon the following day and sent to finance@heho.ca. Please note that numbers in emails or handwritten reports will not be accepted. Only official reports generated from a POS system or similar software will be considered valid. Failure to comply will result in a late fee of \$500.

Payment Schedule: Vendors are required to submit payment upon receipt of invoices. Failure to make payment by the specified due date will result in FDV closing the vendor's booth and suspending any further collaboration. Festival du Voyageur reserves the right to charge a late fee of 4% per month on the outstanding amount.

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, vendors are responsible for transportation and holding of water in your booth as well as for holding of grey water. FDV's port-o-potty supplier can provide daily pumping of grey water tanks.

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

Labour: The festival's responsibility is limited to providing the designated space, as well as requested power and propane where feasible; we are not liable for any other aspects of the vendor's operations. Vendors are responsible for providing their own staff for setup, teardown, and maintenance. If additional assistance is required, requests must be submitted to the Parc Operations Manager, who will assess staff availability and determine the number of staff that can be allocated. There is no guarantee that staff will be available. Any labor provided by Festival du Voyageur staff will be billed to the vendor at a rate of \$25 per hour per staff member.

Deliveries: No vehicles are allowed within the festival grounds 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: Festival du Voyageur is staffed by security personnel 24/7 during the event. 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.



Food Vendor Application Form

Festival du Voyageur 2025

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: _____

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, October 4, 2024. Late, incomplete, or illegible applications will not be accepted. Submitting an application does not guarantee space at the FDV2025. Please email applications to: operations@heho.ca.