



## WEST BROADWAY FARMERS' MARKET 2024 IMPORTANT VENDOR INFORMATION



### How to become a vendor:

- ❖ **Vendors are required to be familiar with and follow all Manitoba Farmers' Market Guidelines found at**  
[https://www.gov.mb.ca/health/publichealth/environmentalhealth/protection/docs/farmers\\_market.pdf](https://www.gov.mb.ca/health/publichealth/environmentalhealth/protection/docs/farmers_market.pdf)
- ❖ **Fill out the West Broadway Farmers' Market Vendor Application google form:**  
For businesses: <https://forms.gle/McQ2ybHvoQXZ3QMG7>  
For non-profits & community organizations: <https://forms.gle/8LDiivH9mBD68wmM7>
- ❖ **Await confirmation of market vendor status from the Good Food Club**

### Additional information:

- The farmers' market is open on Wednesdays starting July 3rd from 3:00-6:00 pm. The last market of the season is scheduled to be September 25<sup>th</sup>, weather permitting.
- WBFM offers three table fee options for the 2024 season:
  - Regular table fee = \$20/market
  - Reduced table fee = \$5/market and is available to low-income vendors, students, and youth 18 and under.
  - Non-profit organizations, community groups, and charities are eligible to attend the market for free following approval.
- Table fees will be collected by Good Food Club staff during market hours. A receipt will be provided at the time of payment. Table fees go directly towards paying musicians/other market entertainers, and/or to directly offset market expenses. These rates are subject to change. Vendors may choose to attend the entire season or sign up for individual dates to attend.
- The market is located in the field behind Broadway Neighbourhood Centre (185 Young Street) and runs from 3:00 – 6:00pm. Vendors are required to stay the entire length of the market. Please come early (between 2:00 and 2:30pm) to set up your table before the market. Vendors are expected to have their booths set up and be ready for sales by 2:45.
- Vendors are required to have a table, tablecloth, and tent/canopy as part of their booth setup. (Good Food Club has a limited number of 6-foot tables, and tent space available to borrow on a case-by-case basis. Please contact us directly for more details.)

## IMPORTANT VENDOR INFORMATION (CONTINUED)

- Preference will be given to vendors with high quality, local, and unique agricultural products, foods, and crafts. Resale and the sale of alcoholic beverages is not currently permitted at the market.
- All vendors that are selling homemade food products are required to take the Manitoba Safe Food Handling course and be familiar with the Farmers' Market Food Safety Guidelines before selling their products at the farmers' market. Vendors must provide all applicable permits for their products. Guidelines can be found at: [http://www.gov.mb.ca/health/publichealth/environmentalhealth/protection/docs/farmers\\_market.pdf](http://www.gov.mb.ca/health/publichealth/environmentalhealth/protection/docs/farmers_market.pdf)
- Food vendors must submit a copy of any required permits (ie: hockers permits, food service permits, safe food handling certificate, etc.) through the online Market Vendor Application Form (or by email within one week of applying to the market) in addition to having your permits accessible at the market.
- Parking will be available for vendors in the Edward Carrier Community Rink located behind Broadway Neighbourhood Centre, adjacent to the field. Vehicles are not permitted on the field. If you require your vehicle to sell your goods from, please contact our market coordinators to arrange something. Good Food Club volunteers may be available to help with transportation of products from vehicles to the field. Please let us know if you require assistance.
- There are limited electrical outlets available for vendors. An additional fee is required for tables requiring a power outlet. Vendors may need to make arrangements so that you are not dependent on having power available for your booth should there be a high demand. We will do our best to accommodate all vendors as able.
- West Broadway Farmers' Market runs rain or shine. In the event of serious weather posing risk to vendors, customers, and coordinators, an email will be sent out to all vendors notifying them of the cancellation. Notices will also be posted to our Facebook and Instagram. Vendors are responsible for being prepared for the weather.
- Cancellations must be submitted at least 24 hours in advance of the market. Continued cancellations and/or failure to notify market coordinators of cancellation could result in a cancellation fee of \$20.

**A Note on Affordability:** Please note that the West Broadway neighbourhood is a mixed-income neighbourhood. Some folks living on a limited income attend the market regularly. In the past, in an effort to increase affordability and access to food, some vendors have found it helpful to mark down one (or more) items on their table as a "special" item at a discounted price for Good Food Club members (by approximately \$1-2). This helps to make products more affordable for low income folks, and increase overall sales for vendors. Please let us know if you would like more information on including this practice at your booth.

## IMPORTANT VENDOR INFORMATION (CONTINUED)

**The Good Food Club, and West Broadway Farmers' Market are partners of the Manitoba Community Food Currency Program.** This program is a community building initiative that provides community food currency to community members experiencing barriers to accessing healthy whole foods. Food currency can be used to purchase farm products from pre-approved primary producers at participating farmers' markets across Manitoba. Food Currency is to be accepted by vendors pre-approved by West Broadway Farmers' Market ONLY. If someone attempts to purchase an unapproved product from you using currency, please kindly direct them to a farm vendor or one of our market coordinators. Please indicate in your vendor application form if you would like to accept food currency at your booth. You can learn more about the program here: <https://www.directfarmmanitoba.ca/programs/farmer/>



**The West Broadway Farmers' Market is coordinated by the Good Food Club, a program of West Broadway Community Organization.**

### For more information contact:

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## **WEST BROADWAY FARMERS' MARKET 2024 FOOD SAFETY REQUIREMENTS**

Food vendors are required to be familiar with and follow all the Manitoba Farmers' Market Guidelines found at [http://www.gov.mb.ca/health/publichealth/environmentalhealth/protection/docs/farmers\\_market.pdf](http://www.gov.mb.ca/health/publichealth/environmentalhealth/protection/docs/farmers_market.pdf)

- ❖ Please note: all Vendor Application forms will be submitted to the Public Health Inspector for review.
- ❖ As required by Manitoba Health, all food products sold at the market (including new products added throughout the season or recipe modifications) must be pre-approved by the Health Inspector prior to bringing them to the market.

### **Safe Food Handling**

All vendors who make homemade food products must complete a Manitoba approved Safe Food Handling Course, which is valid for 5 years. The course is offered annually through the Good Food Club. Please bring your Safe Food Handling Certificate to your table to display at the farmers' market.

Additionally, potentially hazardous foods **MUST ALWAYS** be prepared at an approved food handling establishment and conform to all other applicable regulations (see pg. 7 in the Manitoba Farmers' Market Guidelines for examples).

### **Labeling Requirements**

All home packaged food products shall be labeled according to the Manitoba Farmers' Market Guidelines, identifying the following:

- Source
  - Producer name or Identity code
  - And phone number
- Common name of food
- Ingredients
- Date the food was prepared (see pg. 5 in the Manitoba Farmers' Market Guidelines).

**Please note: West Broadway Farmer's Market is frequented by a Public Health Inspector. Please ensure your booth follows all Manitoba Farmers' Market Guidelines at all times. Feel free to contact us if you have any questions.**