



# CORYDON COMMUNITY CENTRE



## River Heights Farmers' Market Non-Profit Information Sheet

### *I. General Information*

**Mission Statement:** The River Heights Farmers' Market is a welcoming community of Manitoba farmers and small vendors. Our Market seeks to connect area residents directly with local producers and artisans.

**Contact Information:** The program coordinator and/or designated volunteers are responsible for overseeing the management of the market. For questions regarding the market, please contact:

**Danielle Reid (Program Coordinator)**  
**204-488-7000**  
[dreid@corydoncc.com](mailto:dreid@corydoncc.com)

**Stall Information:** The market accepts up to one non-profit group per week to attend the market. Stalls are approximately 10 ft by 10 ft. Stall location may vary from week to week.

### *II. Market Rules*

1. Vendors are expected to abide by our Mission Statement as written above and follow the rules as written below.

\_\_\_ initials

2. The River Heights Farmers' Market is open from 12 to 5pm every Friday for the months of July/Aug/Sept. All vehicles must be out of the designated market area by 11:30am and all stalls must be set up and ready by 11:45am. No vehicle will be permitted to enter the designated market area after 11:30am.

\_\_\_ initials

3. As a courtesy to other participants at the market, we ask that you conduct your business within your stall's boundaries only. Please do not wander outside your stall and approach other visitors to sign petitions, distribute brochures, etc.

\_\_\_ initials

**SIR JOHN FRANKLIN**  
1 Sir John Franklin Road

**RIVER HEIGHTS**  
1370 Grosvenor Avenue  
(204) 488-7000

**CRESCENTWOOD**  
1170 Corydon Avenue



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4. Canopies enhance the visibility of the market, protect your products, and create a sales area for your goods. All vendors should have their own canopy. Please note we do not provide canopy's to vendors.

\_\_\_ initials

5. Vendors are responsible for providing their own tables, chairs, canopy weights, and any display equipment. These items cannot remain onsite and must be removed from the grounds at the end of each market day.

\_\_\_ initials

6. Vendors must have obtained their own permits/licenses for selling their products as required by the Province of Manitoba.

\_\_\_ initials

7. As a courtesy to your neighbouring vendors, all vendors are expected to remain at the market for the full duration, 12-5:00 PM.

\_\_\_ initials

8. Smoking is allowed only in designated smoking areas (per City of Winnipeg smoking by-laws).

\_\_\_ initials

9. For everyone's safety and comfort, vendors are **not** permitted to bring their pets. Although the market has a Dog Policy, vendors must ensure that visitors' dogs are not creating a health risk, e.g., dogs jumping on tables, sniffing food, etc.

\_\_\_ initials

10. Prices for products must be clearly displayed for customers to see.

\_\_\_ initials

11. Vendors are responsible for cleaning their stalls at the end of the day. All garbage and recyclables should be removed from stall areas and disposed of in the proper receptacles.

\_\_\_ initials



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12. Washroom facilities are available inside the community centre. Please help keep these washrooms clean and tidy by contacting the coordinator if the washrooms need attention.

\_\_\_ initials

13. New vendors can request stalls up to one week before a market date.

\_\_\_ initials

14. Vendors selling products by weight must use approved scales bearing the stamp of Canada Weights and Measures.

\_\_\_ initials

15. Please remember that the community centre is a gathering place for families and neighbourhood children. No verbal or physical abuse toward visitors, coordinators, or fellow vendors will be tolerated. Excessive noise onsite is not permitted. Taking photos of visitors without their permission is not permitted.

\_\_\_ initials

16. Personal belongings are the responsibility of the vendor and not the responsibility of the Community Centre.

\_\_\_ initials

17. The coordinator reserves the right to cancel the market or close the market early due to bad weather or circumstances beyond their control. The coordinator will provide as much notice as possible in the case of cancellation or early closure.

\_\_\_ initials

18. Children must be supervised at all times during market hours.

\_\_\_ initials



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19. Vendors requiring use of a power source must provide their own cords and ensure these are covered in a way that is not a hazard for other vendors and visitors to the market. Those requiring use of a power source must indicate this at the time of application. Power is \$5.00 per market day or \$60.00 for 13 weeks.

\_\_\_ initials

### *III. Enforcement of Rules*

We assume that all parties participating in the market are eager and willing to take part in a mutually successful and enjoyable venture. If any of the above rules are violated, the coordinator will do their best to resolve the issue(s) by talking with the party (parties) involved. If a party continues to violate a rule(s), a letter of warning will be sent to that party. A letter of warning will be kept on file for 24 months. If your organization receives 3 letters of warning within a 24-month period, they will no longer be allowed to participate in the market.

\_\_\_ initials



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## RHFM Non-Profit Registration Form

Name of organization: \_\_\_\_\_

Name of primary contact: \_\_\_\_\_

Primary contact's phone number(s): \_\_\_\_\_ / \_\_\_\_\_

Email address: \_\_\_\_\_

Alternate contact name/phone number/email: \_\_\_\_\_

\_\_\_\_\_

Brief description of purpose of organization:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is your objective in attending the market? (Collect signatures for a petition, raise awareness about an issue, promote organization's work, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have read rules in the attached River Heights Farmers' Market Non-Profit Information Sheet, and agree to abide by them.

Signature of primary contact: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of market representative: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

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