



VENDOR HANDBOOK





INTRODUCTION

The Ribs on the Rainy Vendor Village (Vendor Village) welcomes applications from a wide variety of vendors from all over including all local businesses, both home-based and with store fronts, craftspeople, farmers, and food providers.

MARKET CONTACT INFORMATION

Any inquiries about the Vendor Village should be directed to the Market Coordinator or contact the Fort Frances Museum and Cultural Centre (Museum). The staff at the Museum will be able to assist with basic questions, but specific questions and registration for the Vendor Village should be directed to the Market Coordinator.

Market Coordinator: Catrina Caira

Phone: 807-274-7891, ext. 1112

Email: ccaira@fortfrances.ca

Location: Museum, 259 Scott St., Fort Frances, ON P9A 1G8



EVENT DETAILS

Location:

- Sorting Gap Marina (Fort Frances, Ontario)

Date & Time:

- Sept 18TH - 11:00AM TO 10:00PM
- Sept 19TH - 11:00AM TO 10:00PM
- Sept 20TH - 11:00AM TO 8:00PM

Admission: Free

Event Schedule:

RIBFEST: 11:00 AM - 10:00 PM Daily (8:00pm Sunday)

Each day our festival will be featuring:

- Family-friendly activities and Kids zone
- 3 of North Americas top Ribbing Teams
- Local Food Trucks
- Vendors Village & Community Market
- Beer Gardens
- Artisans and Buskers

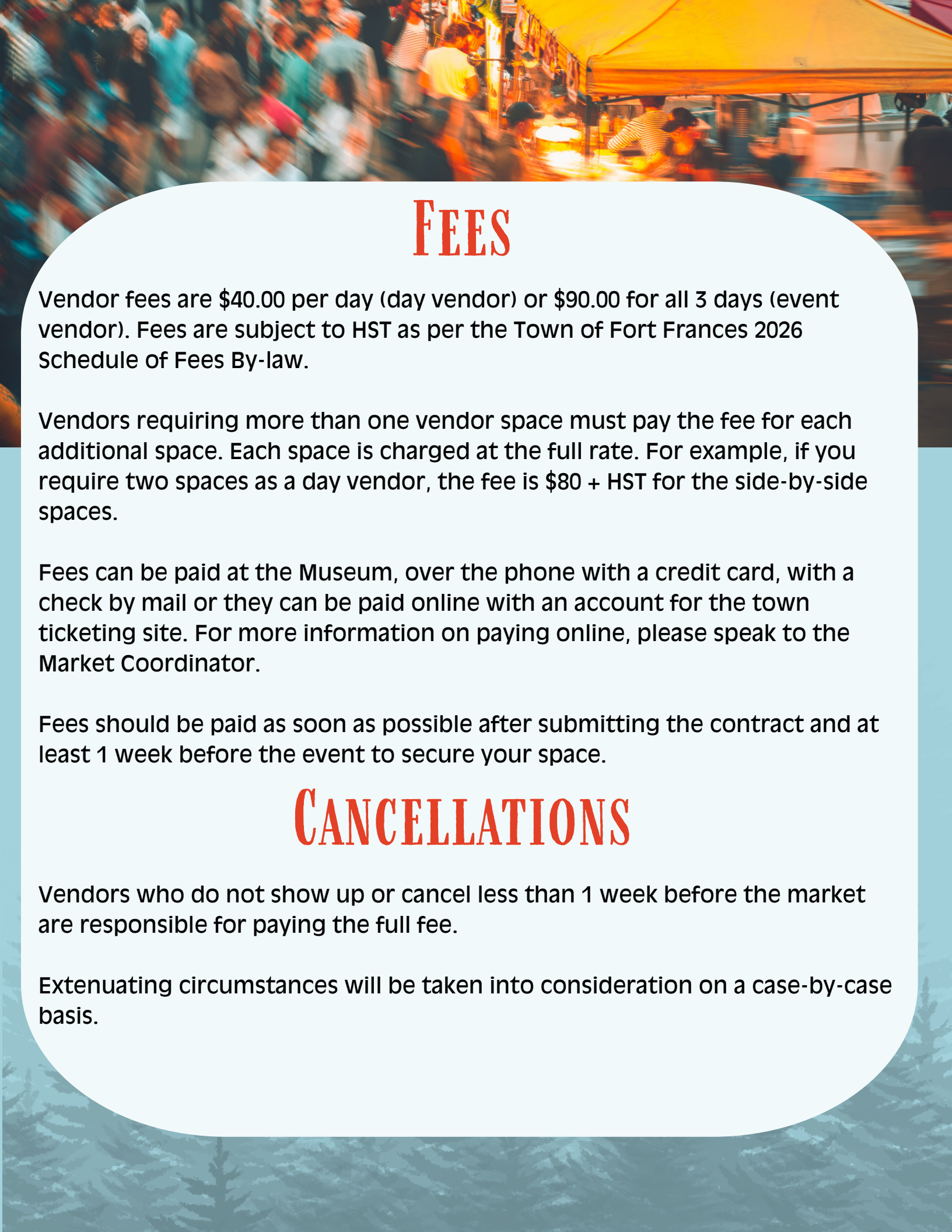
The Big Stage - 12:00 PM - 10:00 PM

As the sun sets, the real party begins! You come for the Ribs but you stay for the FEST:

- Friday - Ignite the Night
- Saturday - Rock The Rainy
- Sunday - Family Fun Day
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The Big Rib Competition: 3:00 PM Sunday September 20TH

Wrap up the weekend with awarding one of these Grill Masters the honor of Best Ribs 2026 voted by a panel of judges.



FEES

Vendor fees are \$40.00 per day (day vendor) or \$90.00 for all 3 days (event vendor). Fees are subject to HST as per the Town of Fort Frances 2026 Schedule of Fees By-law.

Vendors requiring more than one vendor space must pay the fee for each additional space. Each space is charged at the full rate. For example, if you require two spaces as a day vendor, the fee is \$80 + HST for the side-by-side spaces.

Fees can be paid at the Museum, over the phone with a credit card, with a check by mail or they can be paid online with an account for the town ticketing site. For more information on paying online, please speak to the Market Coordinator.

Fees should be paid as soon as possible after submitting the contract and at least 1 week before the event to secure your space.

CANCELLATIONS

Vendors who do not show up or cancel less than 1 week before the market are responsible for paying the full fee.

Extenuating circumstances will be taken into consideration on a case-by-case basis.



APPLICATION PROCESS

1. Read through the Vendor Handbook.
2. Read and complete the Vendor Contract
3. Sign and submit the contract to the Market Coordinator (or museum staff). (Note: Vendors can request a fillable pdf contract if they prefer.)
4. Food Vendors ONLY – Provide copies of your Northwest Health Unit Certification (or Equivalent) with your Vendor Contract.
5. Pay the required fees.
 - a. Come to the Fort Frances Museum and Cultural Centre and pay in person.
 - b. Pay online. (Contact the Market Coordinator for more information.)
 - c. Pay by phone with a credit card
 - d. Pay by mail with a check
6. Receive e-mail confirmation for your space at the Vendor Village following your successful completion of the above steps. (Note: Please let staff know if you do not have an e-mail address.)



FOOD VENDORS

If a vendor is preparing food on site or selling prepared food on site, the vendor must have all required certification from the Northwestern Health Unit and must present certification to the Market Coordinator.

The Vendor Village is not considered an exempt market, so this should be taken into consideration when applying for a food vendor's permit.

More information about food vendors' permit requirements can be found at:

www.nwhu.on.ca/wp-content/uploads/2024/04/Frequently-Asked-Questions-FAQ-for-Farmers-Market-Food-Vendors.pdf

www.nwhu.on.ca/wp-content/uploads/2024/04/Temporary-Food-Premises-Notification-Form.pdf

Information can also be requested from the Market Coordinator or the Museum.

FOR VENDORS UNDER THE AGE OF 18

If you are a vendor that is under the age of 18, you will need the following:

- Supervision by a parent/guardian for the duration of the event.
- The parent/guardian must sign the vendor contract.



MEDICINAL/HOMEOPATHIC VENDORS

Vendors offering medicinal items, natural health products, or homeopathic remedies are responsible for ensuring that all products comply with applicable local, provincial, and federal regulations. This includes, but is not limited to, proper licensing, product approvals, and accurate labeling in accordance with current guidelines.

Vendors must ensure that any claims made about their products meet regulatory standards and that all required information (such as ingredients, usage instructions, and safety warnings) is clearly displayed. The Town of Fort Frances and the Fort Frances Museum & Cultural Centre is not responsible for verifying compliance, and any vendor found to be in violation of applicable regulations may be asked to remove products from sale or leave the market.

If you are unsure about your obligations, please consult the appropriate regulatory authorities prior to participating.



EQUIPMENT

The Vendor Village has tables and tents available for vendors. Read the information below for using Vendor Village equipment or bringing your own equipment.

TENTS/TABLES:

- Tents/Tables will be given out on a first-come, first-serve basis.
- Tents in 4x4 and 10x10 and 10x20 sizes are but numbers are limited.
- Staff set up and take down the Vendor Village tents
- Tents/Tables must be returned to RLS Market/Museum staff in the same condition they were loaned in
- Vendors must notify RLS Market/Museum staff if anything happens to RLS equipment (tables or tents). We realize that tables and tents wear with use. Please let staff know immediately, so we can deal with the issue.

BRINGING YOUR OWN EQUIPMENT

Vendors are welcome to bring their own equipment. Vendor equipment must fit in the vendor spot assigned.



SECURITY

The Town of Fort Frances shall provide overnight contracted private security personnel who will monitor the site.

The Town of Fort Frances shall provide security during event operating hours, either through the presence of Municipal By-law Enforcement Officers or contracted private security personnel. Such personnel will monitor the event area and respond to safety concerns, incidents, or other issues as they arise.

INSURANCE AND LICENSE

The general liability insurance and business license waiver provided by the Town are **ONLY** valid for the times and dates of the Vendor Village and do **NOT** apply outside of those times and dates mentioned in the contract.

The Town of Fort Frances strongly recommends that vendors carry additional liability insurance for their booth, but it is not required. The Town of Fort Frances is not responsible for any theft or damage of goods.



VENDOR RESPONSIBILITIES

1. Notify the Market Coordinator immediately if the vending station area requires cleaning before setting up. The Market Coordinator will arrange for the area to be cleaned.
2. The vendor is responsible for cleaning up their vending station after the market and must leave the area as it was at the time of set-up. Clean-up includes, but is not limited to, removing garbage, addressing spills, and returning any borrowed tables to market staff.
3. The vendor must dismantle their vending station by no later than 9:00 p.m. on Sunday
4. If the vendor is not able to attend the Vendor Village, they must notify the Market Coordinator a week prior to the Market. Note: In the case of extenuating circumstances, notify Market Coordinator as soon as possible.
5. Vendors must conduct themselves professionally and report any inappropriate behaviour to the Market Coordinator. Ribs on the Rainy (Town of Fort Frances) does not tolerate any aggressive behavior, verbal abuse, or harassment towards staff, fellow vendors, customers or visitors. If it becomes a reoccurring issue a written notice may be issued. Inappropriate action may result in being asked to immediately leave or being barred from returning to the Market.



MARKET STAFF RESPONSIBILITIES

1. The Market Coordinator or staff will call by-law or the police if necessary to deal with a non-emergency disturbance.
2. Market staff are responsible for setting up and taking down borrowed tents.
3. Market staff will direct vendors to their booth.
4. Market staff will be available to answer questions and provide assistance relating to the market.
5. The Market Coordinator will arrange for overnight security.

PARKING

Parking is available in the former wood lot located behind the festival site.

UTILITIES

110-volt electrical service can be made available; however, vendors may need to provide their own outdoor extension cords.