



Student Group: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Day phone: \_\_\_\_\_ Email: \_\_\_\_\_

Number of days: \_\_\_\_\_ Desired dates: \_\_\_\_\_

(subject to availability – will be confirmed by events dept.)

The province of Manitoba has a clear set of guidelines for Food Sales - which it defines as “a short-term operation for the sale of produce and prepared food products under the direction of a designated operator.” This class of events also applies to flea markets, craft sales, Bake Sales and anything else of that nature.

**BELOW ARE THE GUIDELINES FOR FOOD SALES AT THE UWINNIPEG IN AGREEMENT WITH THE CITY OF WINNIPEG AND PROVINCE OF MANITOBA**

- Groups are permitted three (3) Bake Sale Tables per term.
- Food must be displayed and stored off the floor and must be covered at all times.
- Food must be transported in a covered, dust-proof container.
- A bake sale is defined as fundraising through the sale of dry baked goods that will not spoil in the absence of refrigeration and are not potentially hazardous foods.  
**Commercially produced baked goods are not permitted in this category**
- Food that requires egg-based fillings, frosting or other toppings applied after the baking process are not permitted for sale.
- Ingredients that are known to cause allergic reactions in some individuals must be clearly marked on the packaging. (This includes nuts, nut oils, dairy, gluten flour, artificial sweeteners, etc. It is particularly important to review ingredients in pre-made mixes where trace or hidden ingredients may be present.)
- Individuals conducting the baking, wrapping or sale of baked goods must thoroughly wash their hands before handling the food.
- It is recommended that at least two representatives are present throughout the bake sale; one to handle money and one to handle food.
- Clean dispensing utensils (tongs, napkins, etc.) must be used to serve food. Clean supplies like napkins and utensils must be provided to the consumer.
- Food must be safe to store at room temperature. Food that requires temperature regulations cannot be sold. No food which requires refrigeration or heating can be sold; including: custards, cream-filled pastries, éclairs, cream pies, cheesecakes, meringues, etc.
- Inclusion of spoiled food products, materials not for human consumption, or the intent to cause bodily harm to the consumer are strictly prohibited. Such inclusions may lead to disciplinary action and termination of bake sale privileges.
- Coffee or other beverages are not to be sold / offered at bake sales.

For each food item being served, list the following 3 points: the type of food, how it was prepared, how it will be served.

E.g. Chocolate Chip Cookies, baked in student home, served out of covered container or pre wrapped

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### OPERATING PROCEDURES FOR ALL DAY TABLE USERS

- Only the group/organization/company and products represented on the application will be permitted to be in the space.
- Table location will be assigned by events staff, you are NOT at liberty to physically adjust the location of your table or choose another table location without approval from the events office.
- All displays, signage and people must remain within the confines of and behind the designated table area, You are not permitted to move around the campus area soliciting, handing out, posting or leave information on tables etc.
- Promotional materials are not to be mounted or displayed on walls or windows. The necessary stands must be provided by the day table user.
- Soliciting for donations is, prohibited
- 2 bake sales may occur on the same day
- No megaphones/music unless permission is given in advance
- No food to is to given away/sold in the Riddell Atrium area unless purchased or approved by Diversity Foodservice.
- The sale of third party retail products is prohibited.
- The University of Winnipeg reserves the right to reject or remove bookings when the purpose and intent may be considered but not limited to: disruptive; offensive; unsafe; harmful or contrary to the universities reputation, policies, staff, faculty or students.
- All groups will follow the Respectful Workplace and Learning environment policy. When signing this form it is understood that you have read and agree to the policy.  
**[uwinnipeg.ca/hr/policies/docs/respectful-work-learn-enviro-policy.pdf](http://uwinnipeg.ca/hr/policies/docs/respectful-work-learn-enviro-policy.pdf)**

**I have read the Province of Manitoba Farmers Market Guidelines, and agree to comply with the terms and conditions as outlined. \***

I have read, understand and agree to abide by these terms as they are written. I also understand that failing to adhere to these terms could result in the rental space being revoked without reimbursement of rental fees and/or may also result in our student group being denied the opportunity to rent table space in the future.

Organization Representative (please print):

Signature:

Date: