

# ARE YOU READY? PREPARED FOOD

Thank you for your interest in selling at Vancouver Farmers Markets! You've got an awesome offering, but are you ready to bring it to our markets? The following checklists are by no means exhaustive, but are intended to get you going in the right direction\*. Elements in **bold** are requirements for all food service vendors. "Sections" refer to the Vendor Handbook. We look forward to working with you!

## MUST READS

**Vendor Handbook:** These guidelines ensure the success of our markets as effective, equitable and enjoyable outlets for producers to sell products directly to consumers. Please familiarize yourself with them, as they are the basis for decisions concerning your participation in our markets.

**Guideline for the Sale of Foods at Temporary Food Markets:** All vendors selling food are subject to these guidelines. Please refer to this document for further information.

**Market Site Details:** Every farmers market we operate has slightly different operational details, finalized shortly before each market season opens. This document includes loading details, site-specific guidelines and important contact information. When you are accepted to a market, make sure you request and read these so you know what to expect.

## GETTING APPROVAL:

- FOODSAFE Level 1 or MarketSafe**
- Know if VCH considers your products lower or higher risk**
- Pass VFM Food Jury** (use of local ingredients is a major factor in acceptance)

### Lower Risk Foods:

- Home-based Kitchen Sign
- Lab Test results:  $A_w = <0.85$  or  $pH = <4.6$  (may be requested by VCH inspectors onsite)

### Higher Risk, Sampling and Value-Added Foods:

- For all higher risk retail sales: Submit [Application for Sale of Higher Risk Food at Temporary Food Markets](#) (30 days ahead) - to obtain a Letter of Confirmation (LOC)
- For sampling/serving: Submit a [Temporary Food Services Application](#) - to obtain a Temporary Food Service (TFS) permit
- Handwash Station (required if sampling)
- Cooler(s) or mechanical refrigeration (foods kept at 4°C or colder, frozen if required)
- Generator (if required, must be pre-approved by manager)

## CHECKLISTS:

- Basic Equipment:** At this time, VFM markets are temporary pop-up markets. Everything must be packed-in and packed-out by the vendor.
- Canopy** (eg. pop-up tent or umbrella – the most common stall is a 10x10 stall)
- Weights** (additional 25 lbs per corner or umbrella base)
- Table or display** (easily cleanable, good condition, sanitized as often as necessary)
- Table covering** (must be washable)
- Food Storage** (avoid sources of contamination, including pets - all food products must be kept and displayed off the ground)
- Compost or recycle bin** (if you, your product, or samples generate waste)
- Packaging** (all food must be wrapped or packaged - no styrofoam!)
- Point of Sale** (all vendors must accept cash, Market \$, VFM gift cards, VFM-approved coupons (as applicable))

\*It is up to each vendor to know and comply with the laws, regulation and rules as specified by federal, provincial and municipal bodies, local health authorities and the certifying body the vendor belongs to or claims endorsement, including Provincial and Federal sales tax requirements.

**Signage and Documentation:** Refer to Vendor Handbook for a list of documents required for submission to the VFM office. We recommend keeping copies in your onsite market kit.

- Business sign** (visible from >20ft away)
- Price Lists** (may be price stickers, signs or board)
- Proof of Insurance**
- Organic Certification (if applicable)
- Contact info and ingredients** (on packaging and/or point of sale)
- Complete product recipes** (may be requested by VCH inspectors onsite)
- Copy of** Lab Results, LOC, TFS permit, and/or other relevant documentation (i.e. email/letter from health authority that food is considered low risk)

**Promotion:** Build a loyal following! Help shoppers find you! VFM takes its role of promoting markets seriously and expects our vendors to do the same

- Marketspread profile:** keep info, products, logo, etc. up-to-date
- Loyalty cards, newsletter lists
- Recipes, sampling, suggestive signage (offering tips & ideas for product use)

- Postcards, business cards, leaflets and/or posters with market schedule
- Website, Facebook, Instagram and/or Twitter handle
- Tip: follow and tag @vanmarkets so we can share the love!

**RESALE OF PURCHASED GOODS BY VENDORS IS STRICTLY PROHIBITED**

**QUESTIONS? CONTACT US AT OUR OFFICE**

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