



The
edible
garden
project

NORTH SHORE
NEIGHBOURHOOD
HOUSE

Loutet Farm Community Market

2021 Market Season Vendor Package

Welcome!

Thank you for your interest in participating as a vendor at the Loutet Farm Community Market.

The Loutet Farm Community Market is a member of the BC Association of Farmer's Markets and is a program of the Edible Garden Project and the North Shore Neighbourhood House. The staff and volunteers of both organizations aim to bring together the North Shore community with their local producers and makers.

We are always working to improve our services, and the experience for both vendors and customers. Any feedback is welcomed. Please forward such feedback to our Market Coordinator at markets@ediblegardenproject.com.

“The Edible Garden Project is building community in neighbourhood farms and gardens. We believe that everyone deserves to fall in love with fresh picked produce!”

The Edible Garden Project staff are grateful for the opportunity to live, work, play, and learn on the traditional, ancestral, and unceded territory of the selílwitlh (Tseil-Waututh), skwxwú7mesh (Squamish) and x^wməθk^wəyəm (Musqueam) peoples.



Table of Contents

Welcome!	2
About the Loutet Farm Community Market	4
Vendor Information & Code of Conduct	5
General Guidelines	5
Products for Sale	5
Pricing	6
Cancellation Policy	6
Market Site	6
Vendor Stall Set-up and Tear-down	7
Market Dates 2021	8
Waste Reduction and Environmental Sustainability	8
Vendor Standards of Conduct	8

8



About the Loutet Farm Community Market

The Loutet Farm Community Market (LFCM, or “the Market”) is brought to you by the Edible Garden Project.

Since 2005, the Edible Garden Project (EGP) has been powered and sustained by citizen energy, participation, and engagement. As a program of the North Shore Neighbourhood House, we have many education programs, participate in local policy initiatives, cultivate over an acre of gardens and farm, and provide an inspirational voice for sustainable food production in our community.

We hold our Market at our main growing site (Loutet Farm) on Saturdays 10am-2pm. Our Market features Loutet Farm fresh produce as well as a variety of community vendors selling homemade bread, baked goods, candles, soaps, crafts, food and more!

Venue: Loutet Farm (1400 Rufus St, at the corner of Rufus and 14th, North Vancouver)

Time: 10:00 am – 2:00 pm

Every Saturday from May-November

Market Coordinator Contact: markets@ediblegardenproject.com

Our goal is to create a space for dialogue and community between food producers, those who make crafts, clothing, and confections, and those that love and cherish these products and services.

We look forward to seeing you at the Market!



Vendor Information & Code of Conduct

Please review the following information before submitting the Vendor Application Form. Applications are being accepted immediately and on an ongoing basis. Thank you for your interest!

Note that we only accept vendors selling products which they have grown/made/baked/harvested themselves, and which have been produced in BC

General Guidelines:

1. Vendors must receive approval from the Market Coordinator prior to vending.
2. It is the vendors' responsibility to ensure they are in compliance with all local health regulations. All vendors should review the [Guidelines for the Sale of Foods at Temporary Markets](#). Vendors selling products under different categories require different documentation. Please refer to the Vendor Application Form to ensure that you are submitting the correct documentation when applying. **All documentation should be submitted at the time of application**

Products for Sale:

- **All** products for sale **MUST** be grown, made, baked, raised or wild harvested in British Columbia, by the vendor.
- All products for sale must meet the laws, regulations, and rules, as specified by Federal, Provincial, and local Municipal bodies, health authorities, and the vendors certifying authority (where applicable).
- It is the responsibility of the vendor to comply with Provincial and Federal sales tax requirements.
- The Market Coordinator must approve products for sale.
- Products should be of such quality that contributes to the positive reputation of the vendor, and the LFCM.
- Attach ingredients labels to all prepared food sold at the Market.
- All scales must be 'legal for trade'.
- Vendors, whose products generate waste, must provide an easy-to-find trash receptacle at their booth.

- If a vendor wants to sell a product not previously approved, they must consult the [Market Coordinator](#).

Pricing:

Fee applies to one 10' x 10' stall, required for each Market date you will be attending.

- Regular (payment received on morning of each Market) :
\$30/Market date
- Farm vendor or non-profit tables: **\$15/Market date**
- Tent Rental: **\$10/Market date (limited # of tents available)**
- Table Rental: **\$10/Market date (limited # of tables available)**

Fees are due on the morning of each Market and can be made by cash, or credit card. If you would like to be invoiced and pay online, please contact the [Market Coordinator](#).

Cancellation Policy:

- If a vendor is unable to attend a scheduled Market session, they are asked to contact the Market Coordinator 24 hours in advance (by 10 am the Friday before the Market).
- If vendors do not show up, and offer no advance warning, they will be charged a \$30 fee, which must be paid before attending the next Market.

Market Site

The LFCM takes place in the parking lot of Loutet Farm (1400 Rufus Ave, at the corner of Rufus and 14th St E, North Vancouver), adjacent to Loutet park. There are washrooms located at the entrance to Loutet park. Access to electrical power is available, though it is limited. Please contact the Market Coordinator to ensure there is sufficient electrical power if this is required for your stall. There is access to running water on the farm.

Vendor Stall Set-up and Tear-down

Set-up:

- Vendors must arrive to set-up no sooner than 8:30am and no later than 9:30am. Contact the Market Coordinator if there is an unexpected delay.
- Vendors are required to provide and set-up their own tables and/or tents (unless they have previously arranged tent/table rental).
- Vendors must remove their vehicles from the Market site before 9:45 am.
- Stalls are pre-assigned, but may be reassigned day of by the Market Coordinator
- If access to power is needed, you must make arrangements in advance.
- Confine product display to the dimensions of the designated stall.
- Clearly display your business/farm name on a sign.
- Product pricing should be displayed in a clear and obvious manner.
- Vendors are not allowed to assign, sublet, or sell their Market stall to another vendor. Stall sharing is allowed only if both vendors are present to represent their products, and each vendor needs to be approved with a separate application.

Tear-down:

- Vendors must not tear down their stall until 2pm.
- Finalize sales activities no later than 10 minutes after the close of the Market.
- No vehicles allowed on site before 2:15pm.
- Aim to be packed and gone within an hour of closing.
- Please aim to have rental tents or tables clear before 2:30pm to be put away by EGP staff/volunteers
- Remove all garbage (dispose off-site) and other visible signs of your stall no later than 1 hour after the Market is closed.

Market Dates 2021

- **Saturday 10-2pm**
 - May 29
 - June 5, 12, 19, 26
 - July 3, 10, 17, 24, 31
 - August 7, 14, 21, 28
 - September 4, 11, 18, 25
 - October 2, 9, 16, 23, 30

Waste Reduction and Environmental Sustainability

LFCM is committed to reducing our waste footprint. During a regular Market season we encourage vendors to reduce their waste from packaging, handling and product sampling or to seek environmentally friendly options for packaging.

Vendor Standards of Conduct

The LFCM is a place of business and a public forum. Polite, professional behaviour, as well as fair and honest business practices is expected.

Vendors who experience difficulty with customers, health officials, Market volunteers, or another vendor should immediately refer the matter to the Market Coordinator.

