

Kitsilano Winter Market 2016

Vendor Guidelines

General information about the Kitsilano Winter Market:

The first annual local & sustainable Kitsilano Winter Market is a one-day indoors event with live music, farmers market, craft market, clothing pop-up shop, emerging artists corner, free workshops on green initiatives, and child minding.

(Photo of the Main Hall from outside)

This event is co-hosted by Kitsilano Neighbourhood House & the Society Promoting Environmental Conservation (SPEC).

Date: Saturday December 3, 2016 from 10am to 4pm

Address: 2305 West 7th Ave, Vancouver

Expected Attendance: 500 people of all ages.

Responsibilities:

Kitsilano Neighbourhood and SPEC roles:

- Coordinate vendor registration, market coordination and clean up
- Provide tables, and chairs to vendors.
- Promote the market to the community and the general public

Vendor roles:

To be a part of the Winter Market, vendors must:

- Complete application forms, sign a liability waiver before the market day and submit vendor fees on time (between 4 and 4:30PM the day of the market)
- Clean up after themselves. We want reduce the markets waste footprint so we ask vendors to reduce or eliminate the use of plastic bags and wrappings.
- Inform staff in advance if access to an electric outlet is required
- Cooperate with other vendors when determining the location and set-up of their tables.
- Recognize that they are delivering the market as a Kits House and SPEC program, and as such be respectful and work in line with Kits House's statement of diversity and values (see appendix 3)

Market Logistics

Date:

Saturday December 3, 2016 from 10am to 4pm.

Time:

The market runs from 10am to 4pm.

- Vendors may arrive any time after 9:00am.
- Vendors should have their booth ready to go by 9:55am.
- Vendors must stay until the market end time of 4pm.

Location:

The market is located in the Main Hall and other parts of the Kitsilano Neighbourhood House at 2305 West 7th Avenue (at the corner of Vine Street).

Vendor Fees:

Fees:

- **Arts and Craft Vendors** – A flat fee of \$75 to have a table at the market
- **Food Vendors** - Fees will be 10% of sales, and range between a minimum of \$10 and a maximum of \$35, payable the day of the market.

Vendor selection

Vendors will be selected through a screening process. We are looking for products that are environmentally friendly, locally and ethically made, and that bring variety to the market.

Vendor criteria

- **Products:** During the vendor application process, vendors are asked what products they will be selling. Should a vendor want to add another category of products, they will need to check with the market coordinators to make sure the product does not conflict with others.
- **Local:** Vendors must be local (priority is given to vendors from Metro Vancouver, Fraser Valley, Sunshine Coast, Gulf Islands and Vancouver Island).
- **Guidelines pertaining specifically to food vendors:**
 - **Environmentally sustainable:** Vendors must be contributing to a sustainable community food system. We understand there are many different practices of sustainable food. We are looking for food with a light environmental impact. For produce, farmers may be doing some or all of the following: growing food without the use of pesticides, using diverse cropping methods rather than monocultures, using water and organic fertilizers sparingly, and limiting packaging, for example. Non-produce

food products can be sustainable in variety of ways, for instance, grown locally and with environmentally friendly practices. Using organic, local and non GMO ingredients are also examples. We ask that vendors let us know what makes their food practices sustainable.

- **Food safe:** Vendors must practice food safe guidelines as developed by Vancouver Coastal Health. Please refer to the following document for complete details:
http://www.vch.ca/media/Guidelines_Sale_Of_Foods_At_Temporary_Food_Markets_April_2014.pdf. Several main points are listed below.
 - For low risk foods (foods which have a water activity (Aw) of 0.85 or less, or a pH value of 4.6 or less), vendors do not need approval by the local Vancouver Coastal Health to sell their products, but they will need to ensure that food is prepared in a clean area and practice good hygiene when handling food.
 - Vendors who are selling higher risk food are required to have approval by the local Health Authority and by the market coordinators.
 - Vendors handing out samples are required to follow Vancouver Coastal Health's guidelines, and have a 22.7 L plastic water jug with a spigot, soap in a dispenser, and paper towels at their booth (or share with another nearby vendor).
 - Bread and baked goods will have to be covered, for example, by a plastic cover/sneeze guard or in a clean tote.
 - FoodSafe or MarketSafe courses are recommended for vendors.
 - For home-prepared goods, have a sign reading: "This food has been prepared in a kitchen that is not inspected by a regulatory authority" (or equivalent wording).
- **Guidelines pertaining specifically to vendors selling art or handcrafted products:**
 - Vendors sell products they have made themselves (or that a business partner has made). This may include:
 - Paintings, sketches
 - Greeting cards
 - Sewn or knit goods
 - Jewelry
 - Skincare products that are considered sustainable and that follow federal regulations on cosmetics, namely the *Food and Drugs Act* and the *Cosmetic Regulations*. More information on these regulations can be found at: <http://www.hc-sc.gc.ca/cps-spc/cosmet-person/regulations-reglements/index-eng.php>
 - We will prioritize vendors who make an effort to be environmentally sustainable in their work.

Vendor Booths

Vendors are required to observe market aesthetics.

- All vendors will need to have a tablecloth on their table. Preferably the tablecloth will be set up so as to hide the legs of the table and any products underneath the table from the front. The tablecloth also makes cleaning the tables easier.
- Vendors should have signage to indicate their booth name as well as product names and prices.
- Vendors are not permitted to sell products on public property – products must stay in the designated booth area on Kits House property.
- Vendors who have prepared food in a non-commercial kitchen will need signage indicating “This food has been prepared in a kitchen that is not inspected by a regulatory authority” (or equivalent wording).

Cancellation

We require 7 days advance notice for cancellation, so we can offer your booth to another vendor. We understand that emergencies come up, but failure to attend markets or give adequate cancellation notice may result in you no longer being able to sell at our markets in the future.

Contacts

Trish De Luca
Kitsilano Neighbourhood House
T. 604-736-3588 x 133.
E: TrishD@kitshouse.org

Appendix 1: Guidelines for low risk food vendors at markets

This is directly copied from page 5 of the Guidelines for Sale of Foods at Temporary Food Markets by Vancouver Coastal Health.

Vendors are required to read over and be familiar with the guidelines, which are available at:

http://www.vch.ca/media/Guidelines_Sale_Of_Foods_At_Temporary_Food_Markets_April_2014.pdf.

II. Conditions for Sale of Lower Risk Food at Temporary Food Markets

It is recommended that vendors of home prepared foods at temporary food markets ensure that, when selling lower risk food:

1. Food handlers observe good personal hygiene,
2. A sign is displayed that is clearly visible to the consumer at the point of sale stating that "THIS FOOD HAS BEEN PREPARED IN A KITCHEN THAT IS NOT INSPECTED BY A REGULATORY AUTHORITY." or equivalent wording,
3. Food products should be protected from sources of contamination at all times, including contact by pets, during storage and display at the market.
4. Display cases, counters, shelves, tables, and any other equipment used in connection with the sale of lower risk food should be made from easily cleanable material, maintained in good condition and cleaned as often as necessary.
5. A satisfactory means of cleaning hands and utensils (when used by a vendor), should be provided as per the following;
 - a) the use of hand wipes is satisfactory where only prepackaged food or whole fresh fruits and vegetables are sold
 - b) if samples/product tasting is undertaken then running water, soap in a dispenser and paper towels should be provided. A 22.7 liter (5 gal) plastic water jug with spigot is generally acceptable as the water source.

NOTE: *Suggested alternative to satisfy hand washing may include:*

- *vendors operating side by side may share a washing station consisting of liquid soap in a dispenser, single use towels, a container which holds a minimum 22.7 liters (5 gallons) of water, and a suitable waste holding receptacle*

6. In order to minimize direct food handling at the market, with the exception of fresh fruits and vegetables, food samples intended for tasting at the market should be portioned and packed at the home kitchen.

NOTE: *Home prepared/packaged food may be subject to Canadian Food Inspection Agency requirements for labeling and weights and measures. Vendors are advised to check with their local CFIA office to ensure their packages/labels comply with applicable federal requirements.*

Appendix 2: About Kitsilano Neighbourhood House

Kitsilano Neighbourhood House ('Kits House'), member of the Association of Neighbourhood Houses BC, is a registered charity organization dedicated to meeting the needs of those most vulnerable as well as providing an opportunity for everybody in our community to get together and be engaged. We offer many different programs such as volunteer-led English Conversation Circles, weekly hot lunches for seniors, and childcare. Kits House is the only Neighbourhood House on the Westside and serves many different communities including Kitsilano, Dunbar, Arbutus Ridge and Point Grey.

Vision

Vancouver's Westside is a healthy, vibrant and connected community where everyone thrives.

Mission

Kitsilano Neighbourhood House creates community for all by connecting people, ideas, and opportunities.

Statement of Diversity

- Our community welcomes people of any age, race, or religion.
- We see value in every person, regardless of physical ability, mental ability, or economic standing.
- We welcome the experience and knowledge of people from other places. Many languages and cultures are heard in the community at Kitsilano Neighbourhood House.
- People of any gender and sexuality are welcome in our community.
- Our staff, board, membership and volunteer community reflect the diversity of our neighbours.
- Any person who transmits or receives our services can expect to be treated with respect.
- Our dedication to diversity means that all people are part of our community; therefore, we act to promote the inclusion of everyone in our House.

Our Values

- respect
- diversity
- collaboration
- compassion
- accountability
- democratic participation
- dignity
- humour
- interdependence
- leadership

Appendix 3: About Society Promoting Environmental Conservation (SPEC)

Practical Solutions for Sustainable Cities

Founded in 1969, The Society Promoting Environmental Conservation (SPEC) is a non-profit charitable organization that addresses environmental issues in British Columbia, with a particular focus on urban communities in the Lower Mainland and the Georgia Basin. For almost 50 years, SPEC has engaged with the Vancouver community through education and advocacy in the areas of local food systems, renewable energy, zero waste, sustainable transportation and protecting our blue and green spaces.

Vision

A healthy, just and vibrant urban life that enhances local and global eco-systems.

Mission

To provide our community with practical solutions for urban sustainability.

Our Core Values

- **Rooted in Community:** We are local, grassroots and volunteer-driven. We collaborate with other community members and organizations as a way to strengthen community and increase our impact.
- **Respectful:** We work with integrity and an open mindset. We listen to others and work to include other perspectives.
- **Empowering:** Through a positive and fun environment we strive to support, nurture, enable and educate community members for action.
- **Purposeful:** We value clarity, focus and a resilient structure that can make our work more effective and productive.