Mission
To explore and exemplify healthy and sustainable food systems by hosting a seasonal, weekly multi-vendor market that supports the local food economy and increases food sustainability literacy within the UBC campus and the broader Vancouver community
2018 UBC Farm Saturday Markets

Where: UBC Farm, 3461 Ross Drive, Vancouver BC
When: Saturday June 2 – October 27, 2018
Times: 10:00AM – 2:00PM

Contact us:
3461 Ross Drive (location map) 2357 Main Mall (mailing address)
Vancouver, BC V6T 1Z4
Weekday Phone: 604-822-5092
Market Day Phone: 604-822-0812
ubcfarm.market@ubc.ca
ubcfarm.ca

Follow us on social media:
Twitter: @ubcfarm
Instagram: @ubcfarm
Facebook: /ubcfarm

Visit us:
Our site is open to the public 9:00AM-5:00PM Monday-Friday all year, excluding holidays, and Saturdays from April-October. Come walk around, have a picnic, visit the chickens, and see our market setting!
Introduction

Welcome to the only Farmers Market located on a working farm in Vancouver! Our market, serving the community since 2004, offers great opportunities for new and returning vendors with a growing and untapped customer base, ease of access, promotional support, low fees, fantastic community, and an unparalleled experience on a beautiful farm setting in the city. Join the market and see for yourself why vendors and shoppers alike love spending their Saturdays on this picturesque farm, with all the amenities and activities of a bustling city market alongside berry and pumpkin u-picks, chef demos, live music, and fun activities for kids and families.

“"We love the community and the atmosphere! The staff is super friendly and ready to help. Your rates are great too! You are one of our favourite markets!” ~ 2017 vendor

The UBC Farm is a 60-acre university farm run by the Centre for Sustainable Food Systems and home to certified organic food production, children’s and Indigenous community programs, land-based research and teaching, workshops, private and public events, and more. The UBC Farm sells produce, flowers and eggs at the UBC Farm Market alongside other vendors. Learn more about the UBC Farm here.

As a member of the British Columbia Association of Farmers’ Markets (BCAFM), our market adheres to the Association’s leading principle, which states that all products sold at the market must be made, baked, grown, or raised in BC by the vendor. We are always looking for vendors who provide complementary products to our current offerings and who are a good fit for our market; we choose vendors whose products align with our goal to create a market that encourages healthy and sustainable local food systems.
In 2018, we encourage applications especially from the following vendor types:

- **Beverage Service** - Selling non-alcoholic beverages made onsite (eg. coffee, tea, smoothies, fermented drinks)
- **Food Service** - Selling food made on-site (may include beverages)
- **Meat/Seafood** - Ranchers, fishers, producers of beef, poultry, pork, seafood, etc.
- **Alcohol** - Both processors and primary producers of alcohol
- **Dairy** - Producers of cheese, milk and other dairy
- **Wild Harvest** - Foragers of wild harvested mushrooms, seaweed, etc.
- **Nursery** - Producers growing flowers, potted plants, trees
- **Organic Farm** - Certified organic producers growing vegetables, herbs, fruit, mushrooms, eggs
- **Services** - Bike tune-ups, knife sharpening, massage, etc.
- **Community Table** - Non-profit organizations for outreach and information

We also welcome applications from the following vendor types, but new vendors may be waitlisted or not approved for all the dates they request:

- **Bread** - Producers of bread
- **Craft** - Producers of locally-made crafts, made by hand by the seller
- **Prepared Food** - Ready-to-eat goods made by the seller
- **Farm** - Producers growing vegetables, herbs, mushrooms, fruit, eggs

Entertainers and musicians are also welcome to busk at our markets. Please fill out our [busker application form](#) if you are interested in this opportunity.
Why Vend at the UBC Farm Market?

1. **Untapped shopper base.** Located on the UBC Point Grey Campus in Wesbrook Village, the UBC Farm Market is the only market west of Macdonald Street, providing easy access to local food for residents of UBC, Point Grey, Dunbar, Southlands, Kerrisdale and Kitsilano. In particular, the neighborhoods in and around the University are in an intense growth phase, which is rapidly increasing the population within walking distance of the UBC Farm.

2. **Ease of access.** The UBC Farm Market is increasingly more accessible via public transit, on foot, or by bike or car. With more car share parking recently established nearby, a bust stop outside the market entrance, weekend sports practices across the street, a bustling community centre just blocks away, and new businesses opening nearby, we are seeing constant growth in foot traffic on the farm.

3. **Quality vendor experiences.** Among the positive feedback we’ve received, vendors report that they love the location and surroundings, that our set-up and vendor support is convenient and helpful, that the shoppers are engaged and friendly, and that the market is well-organized. The vendor-shopper relationship at the Farm is noted as exceptionally high quality due to the engaged and committed community members that frequent the UBC Farm. The comfortable and relaxed environment of the market provides the space and time to cultivate these important relationships, both between vendors and shoppers and among the vendor community.

4. **Minimal costs.** We are able to offer low application, stall, and equipment rental fees and are proud to provide discounts for committed and new vendors. All of this is intended to provide local food businesses with a financially accessible market with minimal financial risk and a sustainable long-term solution to sell to the growing community surrounding UBC Farm.

5. **Promotion.** Your attendance at our market will be advertised in our weekly newsletter that reaches thousands of shoppers, on the UBC Farm website and other online listings, through our social media outlets, in print ads, signs, posters, and more. Regular vendors will also be highlighted as “featured vendors” and will have their stories and products shared through our channels.
6. **Un-met demand.** As many as eight hundred people visit the farm on an average market day and that number is growing as shoppers see a growth in the number and diversity of vendors at market. In 2017 the number of vendors at our market almost doubled, and thus the diversity of products available has increased alongside a 16% growth in average sales per vendor. We are pleased to see these vendors experience a high level of demand for their products. We welcome new vendors to apply as our market has capacity for growth and increased diversity. If you are already attending a Saturday market in Vancouver, consider sending another family member or employee to sell at the UBC Farm.

7. **Site amenities.** The UBC Farm Market provides power hook-ups and running potable water for vendors directly in the market area alongside both portable and flush toilets, hand-washing sinks, waste bins (garbage/recycling/compost), and free parking for vendors directly behind their stalls.

8. **An unparalleled experience.** Participating in our market is a unique opportunity to experience a farmer’s market on a working farm within a city. At the UBC Farm Market, visitors are encouraged to walk amongst the farm fields and forest trails, enjoy a picnic lunch, visit our chickens, and more. This family-friendly Saturday farm experience is enjoyed by shoppers and vendors alike.

“Amazing location for vendors as well as for customers. Staff [are] super helpful, friendly, available and comprehensive. Great way to be introduced to [a] farmers market! Very diversified market.” ~ 2017 Vendor

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**Market Fees**

Returning vendors may notice a slight increase in our fees for 2018. Every few years we reassess our fee structure to account for increased administrative, infrastructural and marketing costs as our market grows in size. Please [contact us](mailto:contact@ubcfarm.ca) with any questions.

**Discounts**

These discounts apply to stall fees only

1. **Ten or More In-Season.** Vendors who **attend ten or more** markets during the season will receive their eleventh market stall fee for free and receive 10% off all remaining market stall fees for that season.

2. **New Farmers/New Business.** Vendors in their **first ever market year** of operations receive a 50% discount on their stall fees. This includes pre-established businesses attending their first-ever farmers market in the 2018 season. Vendors who qualify for this discount are not eligible for the ten or more discount.
Fee Summary (tax included):

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<th>Application Fees</th>
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<td>Annual application fee: returning vendors</td>
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<td>Annual application fee: new vendors</td>
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<th>Weekly Fees</th>
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<td>Weekly vendor stall fee: 7% of your sales that market day</td>
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<td>Weekly vendor stall fee for educational and/or non-profit organizations</td>
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<td>Optional Equipment Rental: 6’ table (limited supply)</td>
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<td>Optional Equipment Rental: 10’ x 10’ tent (limited supply)</td>
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<th>Penalty Fees</th>
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<td>Cancellation with more than 72 hours’ notice</td>
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<td>Cancellation with less than 72 hours’ notice</td>
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<td>Cancellation day-of/no-show</td>
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<td>2nd late arrival and thereafter</td>
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<td>Late payment fee: up to one week</td>
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Payments

You have the following options to pay your fees:
1. Application fees only: online by credit card (link provided when you apply)
2. By mail to UBC Farm Market, 2357 Main Mall, Vancouver BC, V6T 1Z4
3. In person dropped off at the UBC Farm Centre Office at 3461 Ross Drive, Vancouver BC (M-F, 9-5)
4. Weekly stall fees, equipment rentals, and penalty fees may be paid on market day during take-down, directly to the Market Manager

Payment Deadlines: for any fees owed, you will receive an invoice through Manage My Market viewable online and sent to your e-mail. Fee payments are due within three weeks of the date of the invoice. The annual application fee for all vendors must be paid before we will consider your application.

Cancellations
1. Cancellations should be made by contacting the Market Manager directly by e-mail (ubcfarm.market@ubc.ca) or by phone on market day (604-822-0812)
2. Cancellation fees apply beginning May 5 (one month before the first market day)
3. Exceptions for fees may be made for extenuating/emergency circumstances
4. Two no-shows/day-of cancellations within a market season will mean forfeiture of future market dates
Market Logistics

**Dates.** Our market season runs every Saturday beginning June 2, 2018 and ending October 27, 2018. Please note that we have moved our market time back an hour this year in response to feedback from our vendors and will now run 10:00AM-2:00PM. Our shoppers come rain or shine and so do our vendors!

**Weekly stall allocations.** To view the layout of stalls at our market, see our market map here. Market attendance dates will be finalized only after you pay your application fee and if your application on Manage My Market is accepted. We cannot accommodate vendors who show up the morning of the market hoping for a stall, so please apply and coordinate your bookings ahead of time. We aim to offer vendors a consistent stall location but vendors must review the weekly vendor e-mail to know which stall they are in. Stalls are available most weeks for educational or non-profit community groups (depending on demand). Selection for these stalls is based on a first-come, first-served basis and the discretion of market staff.

**Stall size and equipment.** Vendors must provide their own stall equipment and supplies (tent, table, signage, etc.); however, the Market has a limited quantity of 6' tables and 10' x 10' tents for vendors to rent. Vendors must request the use of these items at least 7 days prior to the market.

**Stall sizes are:**
- 10 x 10 feet
- 10 x 20 feet
- Food truck up to 10 x 28 feet with service window closed
- Food truck larger than 10 x 28 feet

**Arrival & parking.** The farm gates will be open by 9:00AM and vendors are expected to arrive between 9:00-9:30AM. Vehicles must be parked directly behind the respective vendor’s stall or removed from the market area by 9:30AM; if you plan to remove your vehicle after set-up, please speak to market staff. Vendors **must arrive no later than 9:30AM**; our market begins promptly at 10:00AM. The first time a vendor arrives later than 9:30AM, they will be given a warning. The second time (and thereafter) a vendor arrives late they will be charged the late arrival fee. If a vendor is late regularly they may be suspended from future market dates. Vendors are expected to know which stall they are allocated before arrival (via the weekly e-mail update). If a vendor is delayed and running behind schedule for set-up on market day, the vendor must contact the Market Manager at 604-822-0812 to inform them of their estimated arrival time.
Quick list of guidelines:

Approved vendors at the UBC Farm Saturday Market agree to:

1. Pay the application fee within three weeks of being invoiced
2. Pay for stall, equipment rentals, or penalty fees within three weeks of being invoiced
3. Move and/or park vendor vehicles as requested by market staff
4. Attach ingredient labels to all prepared foods and/or display ingredients for items sold to eat at the market site
5. Display their business/farm name and location on a weatherproof sign that can be read clearly from a distance of 20 feet
6. Display proof of certification for organic, biodynamic, and transitional products if applicable
7. Ensure that product pricing is displayed in a clear and obvious way
8. Sell only products that have been approved by the market
9. Sell/sample only products that meet the Vancouver Coastal Health guidelines
10. Have VCH approval letters and FoodSafe certificates on-hand at the market if applicable as it may be requested by a health inspector or market staff
11. Provide as much notice for cancellations as possible
12. Arrive no later than 9:30AM for the market
13. Call the market manager (604-822-0812) in the case of an unexpected delay on market day
14. Complete an accurate vendor report before leaving the market on market day
15. Fill out a vendor seasonal survey at the completion of the 2018 season
16. E-mail us at ubcfarm.market@ubc.ca prior to your application if you have questions regarding the suitability of your product for our market
Stall set-up & clean-up. Our market location can be very windy; vendors are expected to set up their tents and tables so they are secured to the ground with stakes or weights (milk jugs filled with water or sand work well). Each vendor is responsible for keeping their stall space clean while the market is open and for clean-up at the close of the market. Garbage, compost and recycling disposal facilities are available on-site; vendors must provide their own waste receptacles at their stall if selling single-use food/drink containers and may empty them into on-site receptacles.

Market take-down Vendor stalls must remain set up until market closes at 2:00PM.

Product suitability. The suitability of any product for sale at the market is at the discretion of the market staff. Products for sale may be inspected and/or sampled by market staff prior to sale at the market and may be rejected for sale if not of reasonable quality and freshness. Re-sale items must be discussed with the Market Manager to ensure adherence with BCAFM guidelines. All products for sale must meet the Vancouver Coastal Health guidelines (Guidelines for the Sale of Foods at Temporary Markets); prepared food and food/beverage service vendors should consult this document before applying to sell at our market.

Additional products. Only products that have been listed and approved through a vendor’s Manage My Market application can be sold at the market. Unapproved products are not permitted to be sold at the market. If a vendor sells products that have not been approved, the vendor will be asked to immediately remove the product from their table and the vendor will be issued a warning. If this happens consistently the vendor may be suspended. If you would like to sell additional products you did not include on your original application, contact the market manager well in advance of your market date.

Liquor sales. Beer, wine, cider and spirits can be sampled and sold alongside fresh produce at B.C. farmers’ markets. Read the Liquor Control and Licensing Branch Policy Directives below for details regarding eligibility of vendors and farmers’ markets, and policies and procedures for obtaining a Farmers’ Market Authorization:
- BC Liquor Control and Licensing Branch - Policy Directive Re: Liquor sales at farmers’ markets (June 21, 2014)
- BC Liquor Control and Licensing Branch - Policy Directive Re: Expansion of (Farmers’) Market eligibility criteria (October 2, 2015)
Further information regarding liquor control and licensing in British Columbia is available on the Liquor Control and Licensing Branch website at:
- http://www.pssg.gov.bc.ca/lclb/
Signage & labeling. All vendors must have a visible and weatherproof sign stating their business name and location (visible from at least 20 feet away). All products must be clearly priced. Prices must either be affixed to individual items or may be listed on a large sign or board. Prepared foods for home use or to eat on site must have their ingredients clearly attached or displayed.

Signage for producers. We are proud to have a diversity of growing methods at the UBC Farm market. Please respect this, and other vendors’ products, prices and growing methods, in your conduct with shoppers and other vendors. Organic, biodynamic or first, second or third year transitional to organic certification must be displayed at your stall and submitted to the market manager. Please avoid the terms “no spray” or “spray-fee” in your signage or when speaking to shoppers, as they are misleading. Misrepresentation of non-organic products can lead to penalties or rule violations by the Canadian Food Inspection Agency. Please ensure all other permits and licenses (eg. FoodSafe certificates or VCH permits) are brought to each market and available when requested. We are visited regularly and without notice by health inspectors. Vendors must provide their own signage.

Vendor stall sharing. Two market-accepted vendors can share a stall if the two are selling a product from the same category (eg. two craft vendors). Both vendors are required to be present at the shared stall. Each vendor needs to submit separate applications and, if accepted, pay the application fee for the market individually. Each vendor pays half of the weekly stall fee per market. Stall sharing arrangements require prior approval by market staff. Vendors who share a stall must have clear signage as to which products are made by each vendor.

Vendor report. Vendors must submit an accurate report of their gross sales to the market staff at the end of each market day.

Vendor conduct. All vendors are expected to be cordial toward and respectful of market shoppers and fellow vendors. Direct any concerns about other vendors, shoppers, situations or management policies to market staff; please write and submit complaints rather than publicly airing them. Pets must be leashed at all times and kept under control. Have fun! The UBC Farm is a great place to be on a Saturday. We strive to create a market atmosphere in which UBC farm staff, shoppers and vendors can interact and enjoy the beautiful surroundings together.

“I love that the people coming to the market are there to buy. They are aware of the importance to eat well and they are supportive of what is local, whether it’s produce or art.” ~2017 Vendor
Health & Safety

Health regulations. It is the vendors’ responsibility to ensure they are in compliance with all local health regulations. Prepared food vendors are required to have FoodSafe Level 1 certification and must receive approval from Vancouver Coastal Health (VCH) to sell their product if it is considered a higher risk food (consult the Guidelines for the Sale of Foods at Temporary Markets). If you plan to offer samples of your products, this must be done in accordance with VCH regulations which require vendors to have a hand washing station in their stall. If applicable, copies of VCH approval letters and FoodSafe certificates must be uploaded and included in the online vendor application. These papers must also be on-hand at the market if such documentation should be requested by a health inspector or market staff.

Safety and security. Vendors are responsible for their goods and belongings at the market. The UBC Farm is not responsible for any theft, loss, or damage to a vendor’s products or belongings. If a vendor is managing a stall alone and needs to step away (e.g. to use the bathroom), the market staff will be on hand on step in. All necessary safety equipment must be provided by the vendor (e.g. a fire extinguisher must be present when hot elements are used for food or beverage preparation).

Insurance. Vendors (especially those selling food products) are strongly encouraged to purchase individual liability insurance to cover activities and products sold at the market. UBC Farm is not able to provide insurance for vendors. BCAFM offers vendor insurance; please visit their website to learn more about their group insurance plan: BCAFM Vendor Insurance Program.
How to Apply

Applications are submitted through the online vendor system Manage My Market. Registration is currently open and applications will be considered as they come in.

To apply to the UBC Farm Market, follow the link below. Please complete the general application and the additional questions on the Manage My Market website. The annual application fee is due within three weeks of the date of your invoice and your application and market dates will not be reviewed until the application fee has been paid. Please e-mail us at ubcfarm.market@ubc.ca prior to your application if you have questions regarding the suitability of your product for our market.

Once your application fee has been received, we will review your application. If you are approved, the market staff will contact you to inform you of the dates for which you are accepted and the products you are able to sell. All vendor applications are assessed by the market team and approved at our discretion.

We want you to have a good experience at the market and we appreciate feedback. Please contact us with questions or comments at any time before or throughout your time as a vendor with us!

All ready to go? Start your 2018 UBC Farm Market vendor application here!

Thank you for your interest in the UBC Farm Market. We look forward to working with you!