



2023 VENDOR HANDBOOK



Market Facts

2023 DATES:
JUNE 6 - SEPT 12

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5:15PM - 7:15PM

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SOMBA K'E PLAZA

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APPLICATION DEADLINE:
MARCH 31

Yellowknife Farmers Market **CELEBRATES 10 YEARS**

2023 marks another year of Yellowknife Farmers Market bringing fresh, local food and handcrafted Northern creations to Somba K'e Civic Plaza. As always, we would like to send out a huge thank you to all of our vendors past and future for contributing to the success of the YKFM.

To help us celebrate our 10th anniversary, we encourage vendors to sell a limited edition product(s) or exclusive product at the market.

The 2023 Yellowknife Farmers Market will run every Tuesday from June 6 until September 12, except during the third week in June, when the market will be held on Monday, June 19 to avoid conflicting with set-up for National Indigenous Peoples Day in the same space.

Vendor Eligibility

- **Vendors should be living in the Northwest Territories.**
 - *Exception:* Vendors from outside the NWT may be accepted if they meet a need that has not been covered by a local vendor and if their presence could stimulate local vendors to engage in similar endeavours in the future.
- **Vendors are further assessed by their products.**
 - Products are eligible if they are made, baked, grown or harvested by the vendor(s).
- **Products must fit in at least one of our five categories:**
 - Produce/Harvest
 - eg. vegetables, eggs, honey, fish, flowers, berries, etc.
 - Processed Products
 - eg. preserves, cheese, packaged meals, etc.
 - Baked Goods/ Confectionaries
 - eg. bread, muffins, cookies, chocolate, fudge, etc.
 - Food Concession
 - eg. ready-to-eat meals
 - Artisanal Items
 - eg. jewelry, clothing, pottery, soap, etc.
- **Vendors must agree to comply with NWT Food Safety Regulations and the YKFM Waste Reduction and Composting Programs.**
 - Northwest Territories Food Safety Regulations (for food vendors): [page 4.](#)
 - YKFM Compost Guidelines: [page 6.](#)

How We Select Our Vendors

The YKFM Vendor Selection Committee reviews applications and evaluates them based on the following criteria:

- **Quality (35 POINTS)**
 - *Points will be awarded to vendors with fresh, local, homemade, high-quality ingredients and elements in their products.*
- **Produce/Harvest (25 POINTS)**
 - *The YKFM strives to support a Northern food economy. To support local growers and harvesters, points will be awarded to vendors selling local produce.*
- **Market Needs (20 POINTS)**
 - *To ensure diversity, points will be awarded to applicants selling products that no other applicant is proposing to sell.*
- **Product Exclusivity (10 POINTS)**
 - *Points will be awarded if products are sold exclusively at the Yellowknife Farmers Market.*
- **Market Experience (5 POINTS)**
 - *Points will be awarded if a vendor has previous experience at the YKFM or other markets.*
- **New Products (5 POINTS)**
 - *To ensure innovation, points will be awarded to applicants selling products never before sold at the YKFM.*

APPLY TODAY

Fill out an application form online:
[Vendor Application](#)

Application Deadline: March 31

AT A GLANCE

Vendor Responsibilities



- **Vendors and their table helpers must each purchase YKFM memberships** so they are covered by YKFM insurance.
- **Only offer products that YOU have made, baked, grown, or harvested.**
- **Come prepared for any weather:** including wind, rain, snow & sun.
- **Unload your supplies in the loading zone on 49 Street, then park.**
 - Vendor vehicles can be parked in the gravel parking lot. You are allowed to drive on the paving stones at Samba K'e but you cannot drive on the grass. Vehicles must be off of the site by 4:30pm and cannot drive back on until after 7:15pm to keep our patrons safe.
- **Supply your own tents, tables, chairs and other stall items.**
 - The YKFM Manager will assign you a location.
 - Your tent must be secured with weights. It CANNOT be staked.
 - Display a sign with your business name or logo.
 - Bring your own cashbox or sales system.
 - Keep your stall clean and tidy.
- **Price & label your items.**
 - Use individual price tags, price signs or list your prices on a board.
- **Be ready to sell when the bell rings:**
The market begins at 5:15pm sharp. Vendors can begin setting up at 3:30pm and must be on site by 5pm.
- **Be professional, friendly and kind.**
 - Vendors are not permitted to smoke or consume alcohol at the Market.
 - Vendors should be welcoming, helpful and kind to other vendors and customers.
- **Take down may begin at 7:15pm and must be finished by 8pm.**
Remove all garbage and compost.
- **Complete the YKFM survey sharing your gross sales from the market.**
 - This will be sent to you by email.

Additional Responsibilities for Food Vendors

There are many regulations regarding food preparation and safety that must be followed by all YKFM food vendors.

Please see page 4 for more information about Environmental Health permits and food safety regulations.

Food Vendor Responsibilities

In addition to the responsibilities outlined on Page 3, Food Vendors are also responsible for obtaining the correct permits, certificates and training, as well as following all food safety regulations.

- **Obtain a Food Establishment Permit** from the Environmental Health Officer.
 - Apply as soon as possible, as it can take up to three weeks to receive your permit.
 - Permits must be submitted to the YKFM Manager by March 31.
 - Food vendors without a valid permit will NOT be able to participate in the market.
- **Have a Food Safety Certificate that has been issued within the last five years.**
 - Complete food safety training and submit the certificate to the Environmental Health Officer.
 - A list of approved food safety training courses can be found [here](#).
- **When preparing food for the Market, treat your home kitchen like a commercial kitchen.**
 - Clean and sanitize the food handling area before and during use.
 - Pet should not be allowed in the food handling area while you're preparing market food.
- **Have sanitary wipes and alcohol-based hand sanitizer available at your market stall.**



- **Use a food thermometer to ensure proper hot/cold food temperatures are maintained.**
 - Use alcohol swabs to sanitize the thermometer between uses.
- **Operate under a tent or canopy.**
 - As an outdoor temporary food stall, food products are open to the elements. To prevent contamination, all food must be covered by a tent.
- **Follow our Composting Guidelines.**
 - Only use compostable packaging and cutlery.
 - Styrofoam and non-compostable plastic are prohibited.

Contacts:

Environmental Health Officer

Email: environmental_health@gov.nt.ca
Phone: 867-767-9066 ext. 49262
Website: www.hss.gov.nt.ca

Yellowknife Farmers Market

Email: ykfarmersmarket@gmail.com
Website: www.yellowknifefarmersmarket.ca

YKFM Responsibilities

The Yellowknife Farmers Market is a non-profit organization run by a volunteer board of directors and administered by a paid Market Manager.

THE YKFM

- Runs the weekly Farmers Market on Tuesday evenings from June until September;
- Organizes the market with permission from the City of Yellowknife and the Environmental Health Officer;
- Provides vendors with insurance;
 - The YKFM City of Yellowknife Business License and the YKFM Commercial Liability Insurance cover vendors operating at the Market.
 - Vendors must have 2022 YKFM memberships to be covered under the Market's insurance.
- Promotes the weekly market and its vendors on social media and through traditional media;
- Offers an information table at the market to help direct people and answer questions;
- Runs a Waste Reduction and Compost Program;
- Operates community programs like the Harvesters Table and Pay It Forward Program.

Have questions? Contact us:

ykfarmersmarket@gmail.com
www.yellowknifefarmersmarket.ca

Market Fees

Membership Fees

- All vendors and table staff/helpers must purchase a YKFM membership:
 - \$20 per person

YKFM members are covered under our insurance and are entitled to vote at the YKFM Annual General Meeting.

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Vendor Fees

- Vendor fees cover the cost of a 10x10 market stall
 - \$30 per week
 - \$450 for the market season

*In 2023 there will be 15 outdoor markets:
\$30 x 15 = \$450*

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Electricity Fees

- Vendors requiring electricity will have an additional fee
 - \$10 per week

Vendors can use personal generators to produce electricity as long as noise levels are no greater than 60 decibels.

Produce/Harvest Vendor Fees

- Because profit margins are lower for produce and the YKFM wants to encourage local food production, there is a different fee schedule for produce/harvest vendors.
 - \$50 for up to 7 weeks
 - \$75 for up to 15 weeks

*These fees **ONLY** apply if you're selling locally grown produce or wild harvest.*

Composting Guidelines



In 2015, the Yellowknife Farmers Market started its Waste Reduction and Compost Program in an effort to achieve 90% waste reduction.

Below are the actions that help us achieve this lofty goal!

Compost Program

To ensure that all compostable waste ends up in the correct bin, the YKFM has volunteers to help shoppers sort garbage.

Loyalty Card Program & Pay it Forward Program

To further reduce our waste, the YKFM offers the **Loyalty Card Program**. Shoppers who bring their own dinnerware to the market and visit the Info Table will receive a stamp on their loyalty card and once they have five stamps, they will receive a \$15 gift certificate to use on products from the vendor of their choice.

The **Pay It Forward Program** helps make the market more accessible by giving \$15 vouchers each week to Yellowknifers at risk of food insecurity. These cards look the same as loyalty cards.

Please accept both cards as \$15 cash from patrons. We will collect the cards from you at the end of each market and reimburse you by cheque or e-transfer within one month.

Vendor's Responsibility

- **Food vendors must use compostable containers/cutlery and reusable bottles for sauces and condiments.**
 - All food sold at the YKFM must use compostable containers and compostable utensils.
- **We accept compostable containers:**
 - Paper, preferably unbleached (eg. paper plates, bowls, cups, napkins)
 - Organic material (eg. clamshell box, cups with lids, utensils, straws)
 - Wood material (eg. wooden chopsticks)
- **All wrapping and packaging should be made of compostable material**
 - Paper bags
 - Compostable cello sheets

Compostable items must display the logo issued by the Compost Council of Canada

Biodegradable products are NOT compostable and should not be used.