



MARKET RULES AND POLICIES 2021

The Ypsilanti Farmers Markets are managed by Growing Hope, an Ypsilanti-based nonprofit organization. Growing Hope fosters a just and equitable local food system where all people are empowered to grow, buy, sell, prepare, and eat nourishing food.

Ypsilanti Farmers Markets Team:

Dayna Popkey, RD

She/her/hers

Farmers Market and Nutrition Manager

market@growinghope.net 734-707-1795

Mailing Address: Growing Hope % Ypsilanti Farmers Markets
922 W Michigan Ave
Ypsilanti, MI 48197

Location and Hours of Operation:

Ypsilanti Farmers Market- Downtown

*16 S. Washington Ypsilanti, MI 48197

Outdoor Season: Tuesdays May 4 - October 26

26 Market Days

*note- the downtown market will take place in the street on S. Washington between MI Ave and the MarketPlace in 2021

Ypsilanti Farmers Market- Depot Town

100 Rice St Ypsilanti, MI 48198

Outdoor Season: Saturday May 1 - October 30

27 Market Days

Ypsi Area Online Market

16 S. Washington Ypsilanti, MI 48197

5557 McAuley Dr, Ypsilanti, MI 48197

Year-Round Online Market



Ypsilanti Farmers Market Rules

A vendor is defined to mean an individual or business who participates in the market selling whole food agricultural products, food items prepared in facilities licensed by the State of Michigan, food items prepared utilizing the Michigan Cottage Food Law, handmade non-food items, or any other items or services approved by the Market Manager.

A Community Partner is defined to mean a business or organization distributing information, entertaining and/or providing services and not selling products or services.

The Market Managers are employees of Growing Hope, and oversee operations at the Ypsilanti Farmers Markets.

The Market Managers interpret and apply the rules to these operations.

Pandemic Guidelines:

1. Vendors are required to wear a mask at the market, covering nose and mouth, correctly at all times as required by Washtenaw County Health Department rules and State Pandemic Orders.
2. Farmers Market staff will have limited masks on hand to share with the public.
3. It is the vendor's right to not serve customers who are not following masking guidelines.
4. Farmers Market Health Assessments are required before the vendor's arrival at market.
5. Do not attend the Market if you are experiencing fever, cough, or other symptoms of COVID-19. Notify the Market Manager of symptoms or possible exposure concerns as soon as possible.

Steps for Becoming a Vendor:

1. **Part 1:** All interested vendors must complete the Market Application with accurate information for the season. Applications are due March 22nd for the outdoor season. Applications will continue to be accepted on a rolling basis throughout the year and accepted based on availability and product mix. Applications are accepted year-round for the online market.
2. **Part 2:** Supporting Documents must be turned in to the Market Manager when requested. Electronic or paper copies of these documents can be sent via email or mail.
 - a. **Returning Vendors:** All vendors must turn in copies of licenses and certifications yearly. Any changes to a vendor's business will be communicated in their application and judged accordingly with requested follow up documentation.
 - b. **New Vendors:** After submitting your application, potential vendors are required to send photos of their finished product and/or process or include links to a website or social media account that includes pictures. If we are interested in your business, we will contact you for additional information such as labels, ingredients or seed order purchase receipts, certifications, licenses, etc.
3. **Part 3:** All accepted Vendors must attend one Vendor Orientation. **Spring 2021 vendor orientation will be held virtually via zoom on Wednesday April 21st at 6pm for the outdoor market season.** The meeting



will be recorded. Vendors applying after these dates will be able to view the recording. All required documents for food assistance and currency programs must be signed prior to accepting and reimbursing these payments.

Vendor Selection:

The Market Manager has sole discretion in approving participants for the Ypsilanti Farmers Markets.

1. The Market Manager will review applications and notify Vendors of whether or not they have been approved to participate. The Market Manager has the authority to approve or deny any Vendor from participating in the market prior to fees and payment.
2. The Market Manager takes multiple factors into consideration in approving participants and assigning booth space, which includes, but is not limited to the following:
 - a. History of successful participation in the Ypsilanti Farmers Markets or other past markets.
 - b. Adherence to the rules, cooperation with market management, attendance, absence of consumer complaints, timely payment of fees, and courteous conduct.
 - c. Unique or unusual products that enhance the relevance to the community and diversity at the market, without creating excessive supply as assessed by the Market Manager.
 - d. Quality and origin of the products (i.e: operating within 100 miles, using Michigan products, etc)
 - e. Intentionally prioritizing vendors from historically underserved communities.
 - f. Space availability and parking/table/electric needs of the vendor.

Products Allowed

Products allowed for sale at the market include but are not limited to: fresh fruit and vegetables, herbs, plants, flowers, honey and maple syrup, fresh cider, Michigan made wines, cheese, eggs, poultry and meat products, prepared food or drinks, or handmade non-food items.

1. **Local Products:** The Ypsilanti Farmers Markets are open to vendors of local products. Local means produced in Michigan or within 100 miles of the market (including northern Ohio). Priority goes to *producers* of farm goods. All non-food items must be handmade locally by you/your business. **All produce must be grown locally.** The market manager may make exceptions for other food products (i.e. fish or cheese) to improve product mix at the market if no local producer is available.
2. **Acceptable Businesses:** We do not accept franchises or vendors selling products from multi level marketing businesses.
3. **Processed & Prepared Foods:** Any vendor selling prepared, processed or edible foods must provide Market Manager with a copy of MDARD license or a copy of the MI Cottage Food Label for all required products.
4. **Processed & Prepared Foods:** Eggs, meats, cheeses and other processed or prepared foods and drinks must meet all Federal, State, and County regulations while en route to and on site at any and all Ypsilanti Farmers Markets.



5. **Cottage Foods:** Vendors applying to sell products under Cottage Food Law must demonstrate that they understand allowable products and labeling requirements. The Ypsi Area Online Market cannot accept Cottage Food vendors at this time.
6. **CBD and Marijuana:** YFM does not permit the sale of marijuana or ingestible/consumable products that contain THC or CBD. Topical products (soaps, lotions, .etc) containing CBD are allowable if the vendor can provide documentation that delta-9-THC concentrations are below 0.3%. More information on State and Federal laws here: <https://www.michigan.gov/lara/0,4601,7-154-11472-493396--,00.html>
7. **Home Grown:** All products not grown, produced, or crafted by a Vendor's business must be accurately labeled with the location of the product's originating business and available for customers to see at all times.
8. **Organic Certification:** Anyone producing organic products, handling organic products, or certifying organic operations in Michigan, needs to comply with Act 316 registration requirements. If vendors advertise organic produce and practices a State Certificate of Registration must be displayed and the Market Manager must be provided a copy of Certificate.
<http://www.legislature.mi.gov/documents/mcl/pdf/mcl-Act-316-of-2000.pdf>
9. **Pre-Approval of Products:** All new products that are considered to be outside of a Vendors specialty, and are not listed on the Vendor's original application, must be pre- approved with the Market Manager before being sold, in order to ensure product diversity and proper licensing and labeling.

Booth Assignments:

1. Space at the market may be rented for the season (Seasonal Vendor), or they may be rented on a daily basis (Daily Vendor). Space for both seasonal and daily Vendors is limited and based on market availability.
 - a. **Seasonal Vendor:** Applications are due March 22nd for the outdoor season. Applications and payment/payment plan are due by May 1 for the outdoor season.
 - b. **Daily Vendor:** Applications are due prior to market participation. Daily Vendors will be assigned a temporary stall on a scheduled day that works for the best interest of the market. Payments are due the morning of participation.
 - c. There shall be no refunds for seasonal or daily participation payments.
2. No Vendors shall be permitted at the Market except in the stalls assigned and paid for.
 - a. Each stall will be defined by the Market Manager.
 - b. Vendors wanting to share booth space must be approved to do so by the Market Manager. No more than two Vendors may share one stall.

3. Products or signage may only be displayed beyond the defined limits of the space with express permission of the Market Manager. Products and signage may not interfere with market traffic or obstruct another vendor's space.
4. No goods for sale shall be displayed or stored less than 6 inches from the ground.
5. Hawking (the calling out to market customers) for the purpose of selling or promoting a vendor's product or luring customers away from another Vendor will not be tolerated under any circumstances.
6. Active food sampling may occur within the immediate vicinity of the assigned stall space. All sampling must follow MDARD's "Guidelines for Providing Safe Food Samples" and any additional COVID protocols/restrictions.
7. No buildings, sheds, tables, tents, signs or offices shall be placed on the public market unless approved by the Market Manager.
8. All approved canopies and pop-up tents must be weighted down with at least 25 pounds per tent post. Weights must touch the ground (not hang from above), and connect securely to the upper frame corners. Failure to do so may result in forfeiture of stall.
9. Electricity is limited. Stall assignments are partially based on electric needs, which must be outlined in your application. Market Manager reserves the right to limit electric uses by any Vendor if it is necessary. All generators must be silent, so that the noise level does not interfere with the ability of nearby Vendors to conduct sales, as determined solely by the Market Manager.

Additional YFM Policies

1. **Liability:** Vendors shall bear sole responsibility and liability for any of their items sold at the market. YFM and Growing Hope assumes no responsibility and shall not be liable for any damage or injury. NOTE: YFM encourages all participating Vendors to carry liability insurance for their products, business or enterprise.
2. **Pricing:** All products for sale must have their price displayed clearly and at all times.
3. **Sales Tax:** All vendors (both outdoor and online market vendors) are responsible for collecting and reporting sales tax.
4. **Weights and Measures:** All sales by weight or measure shall be weighed on scales or measured in containers approved by the Inspector of Weights, Scales, and Measures, Michigan Department of Agriculture.
5. **Government Inspection:** All items offered for sale on the market shall be subject to inspection by State, Country, and/or Federal officials as provided by law.
6. **Fragrance Free Space:** Recognizing that YFM staff, vendors, and visitors to the Ypsilanti Farmers Markets may have sensitivity or allergic reactions to various fragrant products, vendors are not permitted to emit or

diffuse scents. (i.e: no burning candles or incense, spraying perfume, essential oils or other fragrances) Per Growing Hope's Fragrance Free Workplace policy, we request that Vendors refrain from wearing products with fragrance inside the MarketPlace Hall.

7. **Product Information:** Vendors should be prepared to provide clear information about methods and practices involved in growing, producing, or crafting products to customers and Market Manager as requested.
8. **Market Manager Inspection:** The Market Manager has the right to inspect any products offered for sale at any time. Routine inspection should be expected. Misrepresentation of items sold will result in a violation. The Market Manager has the right to visit any farm at any time, including for consecutive days to witness harvest procedures.

Sales and Data Reporting:

1. **Sales Data:** To be a vendor at the Ypsilanti Farmers Markets you are required to report ALL weekly sales data. All vendors are *required* to turn in coupons, tokens, and total sales tally at the end of each market day to the market management. Vendors at Growing Hope markets will be *required* to report all sales including cash sales for every week. Those vendors who choose to count cash sales after they leave the market can turn those sales figures in the next week or via text/email. Growing Hope keeps detailed records on weekly sales, those numbers are kept confidential and only used for market evaluation.

Vendors who do not wish to share ALL sales data will not be accepted or given a market space following missed reporting.

You may not wait to turn in coupon and tokens until the end of the season.

2. **Vendor Survey:** All Vendors must complete a vendor survey for each market season. Vendor survey information is vital to improving the markets and securing funding. Failure to complete a vendor survey may impact a vendors ability to participate in future market seasons.
3. **Farmers Market Metrics Portal:** The Market Manager will be entering data into an online data collection tool for farmers markets. Market Manager enters vendor information into the Farmers Market Metrics portal in the form of a Vendor Profile. By completing a market application or vendor survey, you agree to having the Market Manager utilize this data. All information you share will be kept confidential. When the data is used, it will be at the market level. Your individual vendor information will not be recognizable in any public report or communication. The information will only be available to market managers and the Michigan Farmers Market Association (MIFMA).

Conduct Guidelines:

Vendor conduct at the Ypsilanti Farmers Markets should reflect the [Mission, Vision, and Values](#) of Growing Hope.

1. **Discrimination:** No Vendor shall refuse to permit the purchase of any produce, goods or participation based on race, religion, color, creed, gender, political affiliation, sexual orientation, national origin, sex, age, marital status, gender-identity, height, weight or mental or physical ability.



2. **Harassment:** All Vendors, employees/helpers, volunteers, etc. are expected to treat each other, customers, and market staff in a courteous and professional manner. Harassment in any form, such as sexual, gender, or race based, is unacceptable no matter who it is directed towards. Sexual harassment may include, but is not limited to, sexual innuendo, suggestive comments, physical contact such as petting or pinching, and sexually oriented “kidding” or “teasing” jokes. These behaviors are unacceptable and it is our policy to investigate all complaints of harassment promptly and thoroughly. Investigations will include interviews with the directly involved parties and, if necessary, other employees or Vendors who may have knowledge of the alleged harassment. To the fullest practical extent, The Ypsilanti Farmers Markets will keep confidential all complaints and the terms of their resolution. If an investigation confirms that harassment has occurred, YFM will take disciplinary action, up to and including, immediate removal from the market.

Attendance and No-Show Policy:

Attendance is extremely important for the success of the markets and your business. Customers and Managers count on you to be at the market every week, and missing a market without notice has a negative effect on all.

1. **Stall Spaces:** The Market Manager reserves the right to adjust any vendor stall space on the day of the market to maximize the market space and make an inviting setting for customers. (e.g. if there have been vendor cancellations, to move the stalls closer together).
2. **Set Up:** All vendors are expected to arrive at the market at least 30 minutes* prior to the market and be prepared to sell the whole four hours of each market day. Please call market management if you are going to be late or an emergency arises. Leaving early without prior arrangements or being entirely sold out will automatically result in a violation.
3. **Cancellations:** When possible, all cancellations should be made 48 hours before the market you attend opens. Unless alternative arrangements have been made, you must call or text the Market Manager when you will be late, or your stall may be forfeited for the day or season. If you do not notify Market Manager of cancellation prior to opening and fail to attend a market without notice, you will be considered a “no show”.

Failure to notify Market Manager will result in:

- a. **1st no show:** Written or Verbal Warning, and a notice in file. Daily vendors will be required to pay in advance for all future market days.
- b. **2nd no show:** Written Warning, and a notice in file
- c. **3rd no show:** Market Manager will issue a written letter excluding the Vendor from further participation at the Ypsilanti Farmers Markets

Vendor Identification

1. **Business Identification:** The name of each Vendor/Business must be posted at their stall. NOTE: Signs for this purpose will not be furnished by the Market Manager.



2. **Food Assistance Signage:** All participants in food assistance currencies must keep related signage visible to customers at all times. **WARNING:** Do not accept currencies if you are not approved or do not know what they are. The Ypsilanti Farmers Markets may immediately suspend and/or terminate Vendors that we observe, or receive evidence of, failure to abide by applicable program rules, as outlined in their individual contracts.

Site Cleanliness Rules:

Each and every Vendor shall remove any and all debris in their stall and immediate surrounding site, regardless of whether or not the litter originated from their stall.

1. **Carry In & Carry Out:** Please pack out your own trash/recycling/compost. Landfill, recycling, and compost receptacles at the market are intended for customer use.
2. **Littering:** Every Vendor shall also ensure that proper control is exercised to eliminate paper and debris from blowing off their stall table onto market grounds.
3. **Wind:** All items must be weighted to withstand adverse weather conditions.
4. **Service Ware:** All single-use service ware **must not be made of Styrofoam**. Compostable materials are highly encouraged for all prepared food vendors.

Enforcement and Disputes:

The Market Manager shall be charged with the responsibility of interpreting and enforcing these rules and maintaining order at the market.

1. **Violations:** If any Vendor or person violates these rules or creates a disturbance which interferes with the operation of the market or the Vendors' orderly conduct of business, the Market Manager may order such a person or persons from the premises.
 - a. Any person who remains after being ordered to leave will be considered to be trespassing.
 - b. Any Vendor who is ordered to leave and does not do so will be immediately excluded from further participation at the market.
 - c. There will be no refunds for paid fees.
2. **Written Report:** Should the Market Manager find it necessary to take action to enforce these rules, the Market Manager shall make a written report, describing the incident and the action taken.
 - a. The Market Manager will issue and document a written warning, should a violation of these rules occur.

- b. Should a second violation occur, the Market Manager will issue a second written warning. A suspension from the market may result from a second violation.
- c. Should a third violation occur, the Market Manager will issue a written letter excluding the Vendor from further participation at the Ypsilanti Farmers Markets.

Grievances:

Any problems, concerns, or complaints should be communicated to the market manager immediately. However, if you have communicated your grievance to the market manager and feel the issue has not been properly addressed OR if you feel that you have a grievance that is private and do not want to speak openly about it, grievance forms are available. Grievance forms can be obtained from the market manager and will be reviewed within two weeks of the date received.

Other Ypsi Farmers Markets Limits:

1. No Vendor shall use the market telephone number, address, or website URL as their business, mailing, or Internet point of contact.
2. Any activity by any person not under contract with the Ypsilanti Farmers Markets, such as busking, petitioning, campaigning or other public speaking must take place on the public sidewalk surrounding the market. No such activity will be allowed within the market.
3. Smoking is prohibited for both Vendors and Customers at Ypsilanti Farmers Markets.
4. Vendors are prohibited from bringing pets to the markets. Vendors booths are considered food establishments by the Michigan Department of Agriculture and Rural Development. No animals are allowed in vendor booths. An exception is registered service dogs.

Vendor Fees:

1. **Vendor Fees:** Vendor fees are non-refundable, except in the case of documented (in writing) circumstances that unexpectedly don't allow a vendor to continue to participate for the remainder of the season. These include major illness or sudden relocation, but do not include factors such as sales being lower than expected or other market opportunities arising.
2. **Returned check Fee:** Vendors will be charged a \$20 fee per each bank returned check. After one bank returned check, you will not be permitted back into the market until you pre-pay. After we receive two returned checks, you will thereafter be required to pay by cashier's check, money order, or cash.
3. **Space Requests:** All seasonal vendors may apply for up to 3 spaces. Fees apply equally to each market space.



2020 Outdoor Season Rates

Downtown-Tuesday

- *Whole Season for the Ypsilanti Farmers Market- Downtown (26 Days x \$8) **\$208**
- Four weeks at one Ypsilanti Farmers Market- Downtown (cannot split between markets) **\$40**
- Daily rate for the Downtown market: **\$10**

Depot Town- Saturday

- *Whole Season for the Ypsilanti Farmers Market- Depot Town (27 Days x \$11) **\$297**
- Four weeks at one Ypsilanti Farmers Market- Depot Town (cannot split between markets) **\$50**
- Daily rate for the Depot Town market: **\$15**

*Vendors are only eligible for the season rate if they commit to at least 22 markets days. Fees are per market stall.

Parking and Unloading:

Depot Town Parking and Unloading

Subject to change based on city parking arrangements.

Vendors may unload along the plaza and park in the lot adjacent to the market plaza unless other arrangements are required for special events. Please reserve the spots in the parking lot closest to the market for customers. Vendors with stalls along the Freighthouse side of the plaza are allowed to leave their vehicles in the space directly behind their booth.

Downtown Parking and Unloading

No vehicle may enter the lot after 2:15pm and all vehicles must be off the lot by 2:30pm. Vendors should drive to assigned space, unload, then go park. Please unload and move your car off the lot before returning to set up your booth. **As our main priority is the safety of vendors and customers alike, the parking barriers will be in place blocking the driveway from 2:15pm until 7:15pm.** This means that arriving after 2:15 will require you to load items in from the street as you will not be able to drive onto the lot. Additionally, as customers are still on the lot shopping at closing, we must allow them a few minutes to finish their purchases and safely leave.

Parking for vendors is available in the Ypsilanti Commerce Center (formerly KeyBank) parking lot between Hamilton and Adams. Growing Hope will provide a free hang-tag parking pass for all vendor vehicles. Hang-tags are **required** for this lot. Hang tags must be returned at the end of the day/season. A \$10 replacement fee will be charged for lost hang tags.

Ypsilanti Farmers Market Policies

Alternate Currencies

Ypsilanti Farmers Markets use multiple different currencies in order to provide increased food access for all. All participating Vendors will receive signage from the market, which is required to be visible to customers at all times. All documentation for accepting these currencies must be signed before accepting or redeeming them.



Vendors who sell Michigan-grown produce are expected to accept SNAP (which is used via an EBT card, known in MI as a Bridge Card because of the picture of the Mackinac Bridge on it), Double Up Food Bucks, WIC Project FRESH, Senior Market FRESH, Prescription for Health tokens, and Veggie Bucks. All other vendors are expected to accept all forms of market currency (tokens, etc.) that are eligible to purchase the types of products they sell. **Market management reserves the right to choose vendors based on this expectation.**

Additional information will be provided on currency types and processes. Vendors are responsible for informing family and employees of alternate currency and food assistance program rules before they sell at the market on behalf of their farm or business.

Marketing

Social Media: We maintain an active Facebook (@YpsilantiFarmersMarkets) and Instagram (@ypsimarkets). We encourage all Vendors to follow both and tag us in your posts. Please refer to the markets as “Ypsilanti Farmers Market- Downtown” or “Ypsilanti Farmers Market- Depot Town” and use the hashtag #YpsiMarkets

Website: Our website can be found at www.growinghope.net.

Youtube: Visit Growing Hope’s YouTube page for vendor spotlights, shopper stories, and more.

<https://www.youtube.com/user/growinghopemichigan>

Sampling Guidelines

All food vendors at farmers markets can provide bite-sized samples of products they sell without additional licensing. In general, best practice is to prepare samples in a licensed kitchen prior to attending market, and store each individually portioned (toothpicks, single serve cups) in a covered tray. Please refer to https://www.michigan.gov/documents/mda/MDA_FdSmplngFarmMkts5-09_279110_7.pdf for more detailed guidelines if you intend to provide samples at market.

Cottage Food Law and Labels

The Cottage Food Law exempts a business from the licensing and inspection provisions of the Michigan Food Law if certain requirements are met. All Cottage Food products require labels.

Please refer to MDARD’s website for additional information and requirements:

http://www.michigan.gov/mdard/0,4610,7-125-50772_45851-240577--,00.html

If you have questions about these rules and policies or need further clarification please contact Farmers Market and Nutrition Manager Dayna Popkey, RD at 734-707-1795 (office), 734-478-0584 (cell) or email market@growinghope.net.

