



YPSILANTI FARMERS MARKET POLICIES

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.

At the Ypsilanti Farmers Markets, our mission is to cultivate a vibrant, accessible, and inclusive community hub that goes beyond just providing fresh produce. We are stewarding a Farmers Market that mirrors the rich tapestry of our community and is activated in the intersectional struggle for food access, including healing harm from white supremacy and food apartheid.

We are committed to fostering meaningful relationships with the roots of Ypsilanti by embracing local, small-scale farmers, food producers, and artisans as crucial to our community's food system. Through collaboration, education, and celebration of our differences, we aim to empower our community to thrive. Together, we are sowing the seeds of change, nourishing our shared values, and harvesting a future that truly represents all of our community.

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922 W Michigan
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Location and Hours of Operation:

Ypsilanti Farmers Market - Downtown
16 S Washington St, Ypsilanti, MI 48197

Indoor Winter Market: Saturdays, November 9 - December 21.

Ypsilanti Farmers Market - Depot Town
100 Rice St Ypsilanti, MI 48197

Outdoor Season: Saturdays, May 4 - October 26.

Ypsi Area Online Market
16 S. Washington Ypsilanti, MI 48197

Online Farmers Market, Tuesday Distributions, Year-round.



Ypsilanti Farmers Market Policies Table of Contents

Definitions3

Vendor Application Process.....3

Vendor Selection..... 4

Products Allowed.....4,5

Booth Assignments..... 5,6

Vendor Identification and Signage..... 6,7

Site Cleanliness..... 7

Parking and Unloading..... 7

Sales and Data Reporting..... 8

Alternate Currencies..... 9

Conduct Guidelines..... 9

Attendance and No-Show Policy..... 9,10

Enforcement and Disputes..... 10

Grievances..... 10

Additional YFM Policies..... 11

Sampling Guidelines..... 12

Marketing.....12

Vendor Fees.....12

Ypsilanti Farmers Market Policies



Definitions:

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 and Ypsi Area Online Market.

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

Vendor Application Process

1. **Part 1:** All interested applicants that are new to the Ypsilanti Farmers Markets must complete the [Vendor Inquiry Form](#). Eligible vendors will be sent the full vendor application.
2. **Part 2:** All interested vendors (including returning vendors) must complete the Vendor Application with accurate information for the season. Applications are due **by March 23rd** for priority consideration 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 and eligible vendors will be included in group onboarding sessions for the online market.

2024 Ypsi Area Online Market Onboarding Sessions

February 14 – May 15 – August 14 – November 13

3. **Part 3:** 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.
 - c. All required documents for food assistance and currency programs must be signed prior to accepting and reimbursing these payments.
4. **Part 4:** All accepted Vendors must attend one Vendor Orientation
Vendor orientation for the 2024 outdoor market season will be held in-person on Saturday, April 20th at 11am at the Ypsilanti Farmers MarketPlace, 16 S Washington St. Vendors who apply after these dates will have the ability to view a recording of a virtual orientation.

Vendor Selection:

The Market Managers have sole discretion in approving participants for the Ypsilanti Farmers Markets.

1. The Market Managers will review applications and notify Vendors of whether or not they have been approved to participate. The Market Managers have the authority to approve or deny any Vendor from participating in the market prior to fees and payment.
2. The Market Managers take 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 Managers.
 - 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 managers 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 or to promote diversity at the markets.
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 the Market Managers 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. Per Michigan Cottage Food Law, cottage foods must be sold directly producer-to-consumer and are therefore not eligible for sale through the Ypsi Area Online Market unless the producer is present at customer pickup. All Cottage Food products require labels.
Please refer to MDARD's website for additional information and requirements:
michigan.gov/mdard/0,4610,7-125-50772_45851-240577--,00.html
6. **Marijuana:** YFM does not permit the sale of marijuana or ingestible/consumable products that contain THC. 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 Vendor's specialty, and are not listed on the Vendor's original application, must be pre-approved with the Market Managers 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 **by the end of March** 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 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 Managers.

- b. Vendors wanting to share booth space must be approved to do so by the Market Managers. 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 Managers. 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".
7. No buildings, sheds, tables, tents, signs or offices shall be placed on the public market unless approved by the Market Managers.
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. **Canopies for a single space must not exceed 10ftx10ft.**
9. Electricity is limited. Stall assignments are partially based on electric needs, which must be outlined in your application. The Market Managers 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 Managers.

Vendor Identification and Signage

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 Managers.
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.
3. **Pricing:** All products for sale must have their price displayed clearly and at all times.
4. **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 Managers as requested.

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.

Parking and Unloading:

1. Depot Town Parking and Unloading

Subject to change based on city parking arrangements.

- a. 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. Vendors may not park in private parking spots along the plaza.

2. Downtown Parking and Unloading

- a. Parking for vendors is available in the Ypsilanti Commerce Center (formerly KeyBank) parking lot between Hamilton and Adams. Growing Hope will provide a parking pass for all vendor vehicles.

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 coupons 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 vendor's ability to participate in future market seasons.

Alternate Currencies

1. 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.
2. 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.**
3. **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.**

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 Managers reserve 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 **ONE** hour and have set up complete **THIRTY** mins prior to the market and **be prepared to sell the whole four hours** of each market day. Vendors should not tear down or leave until the final 30 mins of the 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:** All cancellations must be made one week before the market day Vendors are scheduled for, exceptions for emergencies only. Unless alternative arrangements have been made, you must call or text the Market Managers when you will be late, or your stall may be forfeited for the day or season. If you do not notify the Market Managers of cancellation prior to opening and fail to attend a market without notice, you will be considered a “no show”.

The YFM is a rain-or-shine market. Vendors must be prepared for all weather conditions and attend market as scheduled unless otherwise canceled. It is the Market Managers decision to cancel the market if the weather conditions appear too dangerous for market set-up or tear-down.

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 Managers will issue a written letter excluding the Vendor from further participation at the Ypsilanti Farmers Markets

Enforcement and Disputes:

The Market Managers 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 Managers 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 Managers find it necessary to take action to enforce these rules, the Market Managers shall make a written report, describing the incident and the action taken.
 - a. The Market Managers will issue and document a written warning, should a violation of these rules occur.

- b. Should a second violation occur, the Market Managers 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 Managers 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 managers immediately. However, if you have communicated your grievance to the market managers 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 managers and will be reviewed within two weeks of the date received.

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. **Sales Tax:** All vendors (both outdoor and online market vendors) are responsible for collecting and reporting sales tax.
3. **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.
4. **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.
5. **Smoking** is prohibited for both Vendors and Customers at Ypsilanti Farmers Markets.
6. **Pets:** 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.
7. **Market Manager Inspection:** The Market Managers have 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 Managers have the right to visit any farm at any time, including for consecutive days to witness harvest procedures.

8. **Business Address:** No Vendor shall use the market telephone number, address, or website URL as their business, mailing, or Internet point of contact.
9. **Allowed Activity:** 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.

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 the 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.

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 use the hashtag #YpsiMarkets #WashtenawMarkets and #MIFarmersMarkets

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>

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. Fees are per market stall.

2024 Outdoor Season Rates

Depot Town - Saturday

- Whole Season for the Ypsilanti Farmers Market- Depot Town (26 Days x \$10) **\$260**
- Four weeks at Ypsilanti Farmers Market - Depot Town (4 Days x 12.50) **\$50**
- Daily rate for the Depot Town market: **\$15**

Downtown - Saturday

- Whole Winter Season for the Indoor Market (7 Days x \$10) **\$70**
- Four Day Rate (4 days x \$12.50) **\$50**
- Daily Rate: **\$15**

Ypsi Area Online Market

- There is currently no fee to participate in the online farmers market. Instead, Growing Hope adds and collects a margin on all products sold through the online market. The margin levied is determined by customer type (retail users, SNAP/EBT users, or EMU students).

If you have questions about these rules and policies or need further clarification please contact Farmers Market Managers market@growinghope.net.