



2016 Metro Health Farm Markets Guidelines of Operation

Metro Health Farm Market at Metro Health Village

Dates: Every Thursday, May 12 – October 13, 2016 **Time:** 9:00 a.m. - 2:00 p.m.

Location: Metro Health Hospital, 5900 Byron Center Ave. SW, Wyoming, Michigan

Seasonal Stall Rental Price: \$100 for one 10'x 10' space. This fee will secure the same stall for the season.

Daily Stall Rental Price: \$20 per day for one 10'x 10' space. There are no specified daily rental spaces and are only allowed if a seasonal vendor does not show.

1. Market Overview

1.1 Only the following items may be sold at the markets: All Michigan grown farm produce (fruits, vegetables, flowers, fresh meat from a licensed packing facility, poultry, eggs, cheese, etc.), flowers and bedding plants, baked goods (if baker meets all legal license requirements), arts & crafts must be homemade by the vendor selling them. Priority goes to vendors of edible farm goods selling their own produce.

1.2 Market hours:

Metro Health Farm Market shall be opened on Thursdays, starting May 12 through October 13, between 9:00 a.m. - 2:00 p.m.

1.3 Market location:

The Metro Health Farm Market will be held in Metro Health Village located at 5900 Byron Center Ave. SW in Wyoming, Michigan, on Main Street between Center Drive and Village Drive. This is a one way, outgoing street. Please refer to stall procedure 2.1a below to understand when the street will be closed/blocked off for market days.

2. Seasonal Producer Stall Rental Procedure

A producer shall be defined as a market vendor selling produce and/or flowers grown on his/her farm or food products made by the seller in a state certified facility. A copy of state certification must be on file in the farm market office.

2.1 Stall Procedure

2.1a. **Metro Health Farm Market: At 8:30 a.m., any stalls that are vacant may be filled** if additional vendors show up. The road will be blocked off no later than **8:45 a.m.** to prevent accidents to vendors setting up, farm market staff and/or early market attendees.

2.1b. Market stall fee is \$100 per 10'x 10' space at the Metro Health Farm Market.

2.1c. Producers are responsible for their own stands, tables and weather protection. Stalls/tents must be tied down.

- 2.1d. Each stall must be under the “on site” supervision of a responsible person, 16 years of age or older who is a family/employee or otherwise involved in the same business.
- 2.1e. Parallel parking of producer vehicles is highly recommended.
- 2.1f. Vendors who are selling canned foods or baked goods **must** have liability insurance and **must** submit it with their application in order to participate in the market.
- 2.1g. All fruits and vegetables must be clearly marked with a sign stating price and **place of origin, if not grown on your farm.** All signs must be attached to vendor tables or display equipment. All signs should be in keeping with the character of the market and be in good condition.

2.2 *Government food assistance programs*

- 2.2a. Eligible produce vendors must participate in applicable government food assistance programs supported by the Metro Health Farm Market including: WIC Project FRESH, Senior FRESH, SNAP and Double Up Food Bucks.
- 2.2b. Eligible vendors must attend at least one training prior to the market season to become familiar with and learn the rules and regulations of each program.
- 2.2c. Produce vendors accepting applicable food assistance programs must have signage visible for customers at all times. The market manager will provide signage for this.
- 2.2d. Produce vendors accepting applicable food assistance programs must have all paperwork complete and turned in on or before designated deadlines, including the government food assistance contract provided by the Metro Health farm market’s management.
- 2.2e. Failure to compile with these rules may subject produce vendor from losing status as a vendor at the Metro Health Farm Market.

3. **Seasonal Craftsperson Stall Rental Procedure**

A craftsperson shall be defined as a market vendor selling/creating a product such as wearing apparel, toys, jewelry, home decoration, furniture, dried flowers, pottery, candles, photography or other fine arts. All products sold **must** be created by the person selling the product or a family member of that person. All vendors of such items **must** have a tax id number on file with the farm market management. Service items such as massage, acupuncture, etc. are not allowed at the market.

3.1 *Stall Procedure*

- 3.1a. **Metro Health Farm Market: At 8:30 a.m., any stalls** that are vacant **may be filled** if additional vendors show up. The road will be blocked off no later than **8:45 a.m.** to prevent accidents to vendors setting up, farm market staff and/or early market attendees.

- 3.1b. Market stall fee is \$100 per 10'x 10' space at the Metro Health Farm Market.
- 3.1c. Craftsperson's are responsible for their own stands, tables and weather protection.
- 3.1d. Each stall must be under the "on site" supervision of a responsible person, 16 years of age or older who is a family/employee or otherwise involved in the same business.
- 3.1e. Parallel parking of craftsperson vehicles is highly recommended.

4. Daily Vendor Stall Rental Procedure

A daily vendor shall be defined as a producer and/or craftsperson that fills at least one empty 10'x10' stall left by an absent seasonal producer/craftsperson.

4.1 Stall Procedure

- 4.1a. Any rented seasonal stalls that are vacant a half-hour before opening will be assigned to daily vendors. The daily vendor must remain outside the selling area until he/she is assigned a vacant stall by the market manager, and he/she must keep the receipt of payment in his/her possession at all times.
- 4.1b. Entry into the market with produce/crafts for sale, delivery or transfer is prohibited unless the proper market fee is paid to the market manager. Payment of the daily fee entitles the seller to one market session and this fee shall be paid before she/he enters the market area. Currently, daily stall rates are \$20 per 10'x10' area per day At the Metro Health Farm Market.
- 4.1c. Those not holding seasonal permits to do business on the market grounds must register with the market manager, who will determine eligibility.
- 4.1d. Daily stalls will be assigned by the market manager. When stalls are limited, priority goes to those 1) providing produce 2) producing their own edible product eg. baked goods, honey, etc. 3) artisans
- 4.1e. Vendors who are selling baked goods or fresh/canned foods **must** have liability insurance and must submit it with their application in order to participate in the market.

A copy of any necessary state certification must be VISIBLE at all times during hours of market operation.

5. Products Sold

- 5.1 All products sold will be open for inspection by the state and health inspectors.
- 5.2 Vendors who are selling fresh/canned foods or baked goods **must** have liability insurance and **must** submit it with their application in order to participate in the market.
- 5.3 All vendors are **strongly** encouraged to carry liability insurance for their business. Metro Health and its farm market partners **are not** responsible for theft, stolen items or accidents.
- 5.4 All vendors shall sign a consent form indicating that they have read and understand the farm market rules, as well as the MI Department of Agriculture Farmers Market Food Safety Guidelines. A copy will be provided to you upon request. The market manager will have a copy on-site during market hours. All daily vendors filling in for absent seasonal vendors will also have to sign a consent form before participating in the market.
- 5.5 All goods offered for sale by weight must be weighed on approved scales in full view of the purchaser.
- 5.6 All goods offered for sale must be either homegrown or homemade. If a vendor cannot prove that either is true, they will not be able to sell that good.
- 5.7 No **wholesale items** are allowed to be sold anytime during market hours.
- 5.8 Products made using Cottage Food Laws will be accepted as long all products sold have proper labeling and follow every aspect of the Cottage Food Laws.

6. Attendance Policy

- 6.1 Seasonal vendors are expected to attend the majority of market sessions during their specific product season(s). Seasonal vendors are to notify the market manager the approximate date they will start and finish the market year on their farm market application. Seasonal vendors must also call and/or email the farm market manager one week in advance before starting and finishing the market year.
- 6.2 If you are going to be absent during specific market weeks, you **must** let the market manager know when you will be leaving and when you expect to return **at least** one week in advance.

6.3 If you will not be able to attend a normal market day for any reason, you must notify the market manager at least one day in advance.

6.4 If the market manager is not notified of an absent vendor, he/she has the right to prohibit that vendor from participating in future markets and/or charging a fee of \$10 per missed market day.

7. Vendor Conduct

7.1 No person shall use any stall not assigned to him/her by the market manager. Buying or selling elsewhere on the market or Metro Health Village property is prohibited.

7.2 No hawking, outcries or other methods of attracting the attention of customers is permitted.

7.3 Vendors **MUST** clean the area that they occupy prior to leaving, taking with them all vendor generated waste. Paper debris may be placed in a container provided on site.

7.4 All passageways must be kept clear. The market manager is responsible for removing waste, rubbish or trash in the common areas of the farm market. Common areas are those areas of the market outside the vendors stall used by vendors and/or market customers, including but not limited to parking areas.

7.5 Obstructing market driveways, traffic lanes or stall is prohibited.

7.6 **NO** animals are permitted on the market except to assist individuals with disabilities. Vendor may **NOT** bring their pets to the market.

7.7 Parking in grassy areas is prohibited **unless** authorized by market manager in advance. Vendors should parallel park in their vendor area or in parking lots surrounding the market.

7.8 Vendors are **NOT** allowed to smoke anywhere on Metro Health Village property. The Metro Health Village is a smoke-free campus.

8. Payment Reimbursements

8.1 *Record Keeping*

8.1a. Vendors accepting and participating in government food assistant programs and/or credit and debit card payments are responsible for keeping track of their own transactions and anticipated reimbursements.

8.1b. if a discrepancy arises, the market manager will compare his/her records to the vendor's records. If the vendor does not have adequate record keeping, the reimbursement will be based on the market manager's records.

8.2 *Reimbursement Process*

- 8.2a. It is the responsibility of the vendor to turn in the appropriate and completed paperwork to the market manager on time in order to receive reimbursement.
- 8.2b. the market manager will process check requests within 1-4 weeks of the farm market. He/she will send these requests to Metro Health's Account Payable Department.
- 8.2c. please allow 2-4 weeks for Accounts Payable to process check requests.
- 8.2c. if discrepancies in payment should arise, it is the vendor's responsibility to first contact the market manager, then Metro Health Accounts Payable directly at (616) 252-4841 or APDisbursements@metrogr.org.

9. **Enforcement**

9.1 *Complaint & Enforcement Procedure*

- 9.1a. Rule is violated by vendor or attendees.
- 9.1b. Complaint is made to market manager by another vendor or a customer.
- 9.1c. Vendor in violation is notified and enforcement is taken by market manager.
- 9.1d. if the vendor that brings the attention of a grievance to the market manager is not satisfied with market manager's enforcement, he/she can fill out a farm market grievance form that will be reviewed by the Metro Health Farm Market Committee.

9.2 *Violation Notification Procedure*

- 9.2a. 1st violation: Market manager will verbally notify you that you are in noncompliance with the guidelines.
- 9.2b. 2nd violation: Market manager will notify you in writing that you have two violations against you, and if another violation occurs, then you will be subject to losing your vendor status at the market without refund.
- 9.2c. 3rd violation: Market manager may terminate your ability to participate in the market, without refund.
- 9.2d. If the vendor is ever cited for noncompliance by a State or Health Inspector, then the market manager may, at his/her discretion, revoke the vendors ability to participate at the market without refund.

9.3. Market Manager

9.3 *Possible Violations*

9.3a. Not showing up to market without notifying the market manager **at least** one week in advance unless there is an emergency.

9.3b. Failing to clean up all vendor generated debris from vendor stalls.

9.3c. conducting unacceptable sampling.

9.3d. Failure to have all licenses and any required certifications present at the market at all times.

9.3e. Failure to stay until the end of the market (2 p.m.).

Noteworthy:

Please remain current on all food and product recalls and concerns. It is in your best interest to be available for questions and promote safe products to your customers.

Please contact Farm Market Manager Emil Hannesson at (616) 252-6097 or Emil.Hannesson@metrogr.org with any questions.