

# 2025 University of Michigan Health-West Farm Market Guidelines of Operation

## University of Michigan Health-West Farm Market at the Village

**Dates:** Every Thursday, May 8 – October 9, 2025

**Time:** 9:00 a.m. - 2:00 p.m.

**Location:** University of Michigan Health-West Hospital Village located at 5900 Byron Center Ave. SW in Wyoming, Michigan, on Main Street between Center Drive and Village Drive.

**Seasonal Stall Rental Price:** \$150 for one 10'x 10' space. This fee will secure the same stall for the season.

**Daily Stall Rental Price:** \$25 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.

**As an extension of the hospital, the University of Michigan Health-West Farm Market strives to carry out our values:**

**Caring** – We will treat everyone with dignity, kindness and respect promoting well-being of self and others.

**Innovation** – We will promote a culture of creativity, flexibility and curiosity that inspires new ideas and ways of thinking, behaving, and improving the world.

**Inclusion** – We will foster an environment where every individual has a sense of belonging, a voice that is heard and the opportunity to achieve and thrive.

**Integrity** - We will adhere to the highest ethical standard, demonstrating courage, truth and transparency in our words and actions.

**Teamwork** – We will work together with a shared purpose rooted in equity and fairness where diversity is celebrated, respected, and valued.

### 1. Market Overview

1.1 Only the following items may be sold at the markets: Michigan grown farm produce (fruits, vegetables, flowers, fresh meat from a licensed packing facility, poultry, eggs, cheese, etc.), flowers and bedding plants, baked goods and handmade confections (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. All products requiring licensing must have a copy of all appropriate licenses on file with the market manager. All vendors selling edible products must submit proof of liability insurance (minimum \$500,000 policy with University of Michigan Health-West named as an additional insured).

1.2 As a non-profit owned market, University of Michigan Health-West (UM Health-West) Farm Market prohibits the sale of the following products: tobacco, vaping paraphernalia, vitamins, CBD oils and all products derived from the cannabis genus.

1.3 Any activity by any person not under contract with market management, such as petitioning, campaigning, or other public speaking is prohibited in the area where the market takes place.

#### 1.4 Market hours:

UM Health-West Farm Market shall be opened on Thursdays, starting May 8, 2025 through October 9, 2025, between 9:00 a.m. - 2:00 p.m.

#### 1.5 Market location:

The farm market will be held in The 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 their farm or food products made by the seller in a state certified facility. A complete vendor application, a copy of state certification, as well as a signed copy of the Guidelines of Operation **must** be on file in the farm market manager before the producer sets up their stall. No one may enter the Market with intentions to sell products other than on market days unless they have obtained prior approval and have a signed contract on file with the market.

## 2.1 Stall Procedure

- 2.1a. **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. No vehicles will be allowed to enter the market area once the roads are blocked off.
- 2.1b. The seasonal market stall fee is \$150 per 10'x 10' space while a daily stall is \$25 for a 10' x 10' space at the UM Health-West Farm Market. The seasonal market stall fee **must** be paid in full by noon on the **first market day the vendor is present**. The daily stall fee must be paid before noon on the day the vendor is present.
- 2.1c. Producers are responsible for their own stands, tables, and weather protection. Stalls/tents **must** be tied down or weighted with at least 15-pound weights at all 4 corners.
- 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 vehicles behind booth spaces will be assessed by the market manager. Due to some vehicles being longer than 10' in length, it is likely vendors will not be able to park behind their assigned spaces. Priority is given to vendors with multiple booths, a medical condition or disability, and/or refrigerated products.
- 2.1f. Vendors who are selling canned foods or baked goods **must** have liability insurance and **must** submit it with their application to participate in the market.
- 2.1g. Vendors who are selling canned or prepared foods or baked goods **must** include the ingredients on all products, along with a label of where the items were made.
- 2.1h. All fruits and vegetables must be clearly marked with a sign stating price and **place of origin, if not grown on your farm.** **Only Michigan grown produce is permitted at this market.** 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 UM Health-West 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** always have signage visible for customers. 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 UMH-West farm market's manger.

2.2e. Failure to comply with these rules may subject the produce vendor to losing status as a vendor at the UM Health-West 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 market management, along with a vendor application and signed copy of the Guidelines of Operation before setting up their booth. Service items such as massage, acupuncture, chiropractic, etc. are **not allowed** at the market.

#### 3.1 Stall Procedure

- 3.1a. **UM Health -West 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. Please note that priority of daily vendor stalls will be given to those 1) selling grown farm goods 2) producing their own edible processed food product and 3) nonperishable items, such as crafts.
- 3.1b. The seasonal market stall fee is \$150 per 10'x 10' space. The seasonal market stall fee **must** be paid in full by noon on the **first market day the vendor is present**. The daily stall fee must be paid before noon on the day the vendor is present.
- 3.1c. Craftsperson's are responsible for their own stands, tables, and weather protection. Stalls/tents **must** be tied down or weighted with at least 15-pound weights at all 4 corners.
- 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 vehicles behind booth spaces will be assessed by the market manager. Due to some vehicles being longer than 10' in length, it is likely vendors will not be able to park behind their assigned spaces. Priority is given to vendors with multiple booths, a medical condition or disability, and/or refrigerated products.

### 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 at 8:30 am will be assigned to daily vendors. The daily vendor must remain outside the selling area until they are assigned a vacant stall by the market manager, and they must always keep the receipt of payment in his/her possession.
- 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 noon the day they enter the market area. Daily stall rates are \$25 per 10'x10' area per day at the UM Health-West Farm Market and must be paid before noon on the day the vendor is present.

- 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 such as baked goods, honey, etc. 3) artisans.
- 4.1e. 2 Vendors who are selling baked goods or fresh/canned foods **must** have liability insurance and must submit it with their application 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 to participate in the market.
- 5.3 All vendors are **strongly** encouraged to carry liability insurance for their business. UM Health-West Farm Market and its farm market partners **are not** responsible for theft, stolen items, or accidents.
- 5.4 All vendors shall sign a copy of the Guidelines of Operation 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. All daily vendors filling in for absent seasonal vendors will also have to sign a copy of the Guidelines of Operation 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 farm market manager at least 48 hours 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 48 hours 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 charge a fee of \$10 per missed market day. Vendors who do not notify the

market manager that they will be missing a market will be written up as “No Show”. After 3 “No Show” write-ups, the vendor will be subject to losing their assigned vendor space.

## 7. Vendor Conduct

- 7.1 No person shall use any stall not assigned to them by the market manager. Buying or selling elsewhere at the market or The Village property is prohibited.
- 7.2 Hawking, outcries, or other methods of attracting the attention of customers is strictly prohibited.
- 7.3 Vendors must be respectful of other participants of the market. Radios and other noisemaking devices should not disturb other vendors and customers. Any ongoing noise disruptive to vendors or customers will not be tolerated.
- 7.4 Vendors who use crude, foul, abusive or threatening language, circulate rumors or file false or frivolous reports that affect the reputation, integrity or smooth operation of the market shall be subject to disciplinary enforcement actions listed in section 9 (Enforcement).
- 7.6 Behavior that disparages another participant or the market, actions that are unnecessarily interfere with participants’ set up, sales of activities or any other action that in the market managers determination are uncooperative in nature are prohibited.
- 7.7 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.
- 7.8 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.
- 7.9 Obstructing market driveways, traffic lanes or stall is prohibited.
- 7.10 **NO** animals are permitted on the market except to assist individuals with disabilities. Vendors may **NOT** bring their pets to the market.
- 7.11 Parking in grassy areas is prohibited **unless** authorized by market manager in advance.
- 7.12 Vendors are **NOT** allowed to smoke anywhere on The Village property. The Village is a smoke-free campus.
- 7.13 Children are permitted to attend with a vendor provided they follow all rules and guidelines. This includes but is not limited to proper attire including shoes, no hawking/outcries, no disruption of other vendors and patrons. Vendors are responsible for the continuous supervision of any children attending the market with them. Failure to comply following a warning will result in a request for your children to no longer attend our market.
- 7.14 Vendor disagreements should be brought to the attention of the market manager. The manager will hear all sides of the argument, and call upon witnesses for if needed for additional information. All situations will be handled on an individual basis in a way reflects UM Health-West policy and procedures (please see section 9 Enforcement). The UM Health-West Farm Market is a reflection of the hospital itself. We expect our vendors to be friendly, courteous and respectful not only to customers of the market, but each other.

## 8. Payment Reimbursement

### 8.1 Record Keeping

8.1a. Vendors accepting and participating in government food assistant programs and/or credit card 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 their 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 record.

## 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 every two weeks during the farm market season, beginning the week of May 19, 2025. They will send these requests to University of Michigan Health-West's Account Payable Department.

8.2c. Please allow 2-4 weeks for Accounts Payable to process check requests.

8.2d. If discrepancies in payment should arise, it is the vendor's responsibility to contact the market manager, who will investigate the issue with UMH-West Accounts Payable.

## 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, they can fill out a farm market grievance form that will be reviewed by the UMH-West 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 *Possible Violations*

9.3a. Not showing up to market without notifying the market manager **at least** 48 hours 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.) or failure to notify the market manager of needing to leave early.

9.3f. Use of crude, foul, abusive or threatening language, circulate rumors or file false or frivolous reports that affect the reputation, integrity or smooth operation of the market

9.3g. Violations are not limited to the above listed and any violation of the aforementioned guidelines may constitute a violation.

**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 Brooke Elenbaas at (616) 252-5031 or [Farm\\_Market@umhwest.org](mailto:Farm_Market@umhwest.org) with any questions.

I acknowledge that I have read through and will adhere to these policies.

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Stall Name Date

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Vendor's Name (printed) Vendors Name (signature)