

# Greensburg Night Market 2022

## Vendor Terms and Conditions

The Greensburg Night Market, produced by the Downtown Greensburg Project seeks to promote local Producers, Artisans and Processors by providing a safe, friendly, attractive environment where vendors and customers can meet and conduct business. The Market has adopted these Terms & Conditions, that may change from time to time, to ensure that the buying and selling experience is pleasant for everyone. In cases of disputes about Terms & Conditions, Producers, Artisans and Processors and their assistants must abide by the interpretation of the Director of the Market. In order to maintain and increase our customer base, the Market expects that the Director, other staff, volunteers and vendors will behave in a professional and friendly manner to foster a sense of community, camaraderie, and a spirit of cooperative involvement.

### LOCATION

The Greensburg Night Market is hosted on South Pennsylvania Avenue behind the Westmoreland County Courthouse. The Downtown Greensburg Project works with the City of Greensburg, Westmoreland County local businesses and organizations to block off the road for the Markets. (subject to change for 2022)

### DATES OF OPERATION

The dates of the Greensburg Night Market for 2022 are Thursday, April 28, Thursday, May 19, Thursday, June 30, Thursday, July 28, Thursday, August 25, and Thursday, September 29 from 5:30-9:00pm.

The dates of the Greensburg Holiday Market for 2022 are Sunday, October 30, Sunday, November 27 and Sunday, December 18 from 12-4pm.

### VENDOR SET UP

The Night Market is **open to vendor set-up at 4:30pm no earlier** due to the Courthouse parking lot. Vendors must be in their space **by 5:30pm** or forfeit their spaces. Habitually late vendors will be required to leave and forfeit the fees. Vendors must provide their own canopies, tent weights, trash containers, tables, stands, and signs. Due to the street being one (1) way and many vendors needing to set up, all Vendors must unload their items and move their vehicle out of the vendor area before setting up their space. **No exceptions.**

### OPERATING TIME

The Greensburg Night Market will open to the public at 5:30pm and close at 9:00pm. You will be permitted to bring vehicles in to load no earlier than 9:00pm. This rule will be strictly enforced. See Public Safety for more detail.

### VENDOR FEES

- Vendors will have the option to pay on-line via Venmo, mail a check postmarked by March 25, or deliver cash by appointment in the Downtown Greensburg Project office.
- Vendor fees paid online will incur a \$5 processing fee.
- Payments are due by March 25. An increased fee will be applied for payments received after this date.
- All vendor spaces are \$35 per Night Market.
- A \$35 fee for bounced checks will be assessed and must be paid prior to the next date the vendor is scheduled to be at the Greensburg Night Market.

## **REQUIRED DOCUMENTS**

All state licenses **must be** emailed or mailed with payment after being accepted, no earlier. Failure to submit state licenses by March will result in the vendor being unaccepted. If you do not know if you need licenses please check with the State Agriculture Department.

This includes but not limited to:

- Food Establishment License
- Apiary License
- Nursery License
- ServSafe Certificate
- Retail Food License (full time)
- Mobile Food Facility (14 days or less)
- Frozen Dessert License
- Business Insurance
- Business Licence

## **REFUNDS**

- There will be **NO refunds** in the event of an Act of God (e.g. severe weather or other situations dangerous to vendors, patrons, staff or property) thus causing a disruption before or during regular operating hours and resulting in the cancelling or cessation of operation and closing of the Greensburg Night Market.
- In the event of serious illness, death or other serious problems the Director will treat requests for refunds on a case-by-case basis. In this regard the decision regarding refunds rests solely with the Director.
- There will be NO refunds given to vendors who cancel within 7 days of the Market.

## **PRODUCERS, ARTISANS, PROCESSORS**

- A Producer, Artisan or Processor is the party who owns and operates the farm, kitchen, workshop or facility where the merchandise sold at the Market is grown, baked or cooked, fabricated or assembled.
- The Producer, Artisan and Processor must physically participate in production of the merchandise, unless approved by the Director.
- The Producer, Artisan and Processor operators to be present in the booth during selling hours.

- Everyone in the booth is considered a Vendor and is bound by these Terms & Conditions.

### **SPECIFICS**

- **Producer:** if you grow it and sell it as-is, or if you raise it and have someone else butcher it, you are a Producer. Examples would be produce and fresh cut flowers, beef, lamb, pork, poultry, potted plants or nursery stock.
- **Artisan:** if you add value to raw materials by creating one of a kind items, you are a crafter. Artisans working in jewelry, pottery, wood, fabrics or other media such as photography or framed original artwork or books etc.
- **Processor:** if it has been jarred, smoked, baked, cooked, mixed, pickled, fermented, or changed in any way from the raw product that came from nature, then you are a Processor. Examples would be jarred flavored honey, smoked salmon, cheese, jam, pickles, salsa, flower arrangements, bread, or pastries.

### **VENDING SPACES**

- Selling spaces are 10 feet wide by 10 feet deep. Vendors must stay in the parking space lines and not go outside of them deeper into the street.
- Vendors are not permitted to display any merchandise outside their assigned lots. For customer safety, all products and signs must be kept within the limits of the assigned lots.
- Spaces will be given on a first come first serve basis. Saving spaces for other vendors will not be permitted unless approved by the Director in advance.
- The Director reserves the right to move vendors accordingly with reasonable interest for the Greensburg Night Market.
- Vendors are required to pay in advance or they will be asked to leave.

### **CALL-OFFS**

Empty vending spaces reflect poorly on the vendors *and* the Market. The following rules are intended to reduce the practice of no show:

- Call-offs must be done in writing. Only Email is acceptable.
- Call-offs must be submitted by Thursday before 1:30 PM prior to planned Market absence.
- Fees will not be refunded for call offs or no shows and missed fees will be collected if outstanding payments are pending.
- The Vendor may apply for the following season but may not be accepted.

### **ADVERTISING**

- Vendor signage marketing unrelated products than those sold at the Market will not be allowed.
- **Signs for political, religious, advocacy, etc. purposes are not allowed.**

- Signs displaying the price or contents of merchandise may be displayed as long as the signs are within the contracted booth.
- Cross promotion of other vendors' products is encouraged via permitted signage.

## **DECORUM**

Abusive-inappropriate behavior and profanity will not be tolerated. Disregarding the Directors instructions during set-up, the market or tear down **will not** be tolerated. Having no regard for other vendors and their spaces will not be tolerated. Hawking products will not be permitted.

- First time offenders will be given a warning from the Director on the day of the offense.
- Second time offenders will be permitted from returning to the Market, and will not receive a refund.
- The expelled vendor may apply to attend the Market for the next season, but depending on the severity of the offense may not be accepted.

## **PRICING**

Pricing of goods at the Market is the responsibility and discretion of individual Vendors. However, vendors are discouraged from giving produce or other items away for free or at below cost pricing, thus undercutting the potential sales of other vendors. Sampling is not included in below cost pricing. Discounts between Vendors are encouraged but are not required.

## **TAXES**

All vendors are solely responsible for any taxes applied to the pricing of the Vendor's product which fall accordingly with local and state laws.

## **HEALTH AND SAFETY**

### **SMOKING:**

The use of any tobacco products, vaping and e-cigarettes will not be tolerated in the vendor areas of the Market.

### **PRODUCT SAFETY:**

The vendor is responsible for the safety of any and all of the products he/she sells at the Market. By no means will The Market bear any responsibility for any injury or illness caused by vendor products.

### **PUBLIC SAFETY:**

- The **vendor is responsible** for his/her equipment. All tents, canopies and other protective structures **must be weighed down** to prevent accidental movement by the wind.

- Failure to comply will require the vendor to immediately resolve the situation removing their tent.
- All tables and product displays must be safely secured for any reasonable use.
- When entering or leaving the Market in a vehicle, vendors must exercise caution for the safety of other individuals and vehicles in the area.
- **NO vendor or customer vehicle** movement is permitted in the vending area between the hours of **5:30pm-9:00pm with the exception of an emergency.**
- Only in the case of an emergency, the Director may allow the movement of a vehicle with assistance by a volunteer to help keep patrons away from the moving vehicle.
- In inclement weather, the Director may take the decision to release vendors early by signaling the end of the Market. The Director may cancel a Market session prior to the intended date if weather or other conditions prior to the start time of the Market make the site dangerous or unusable. The Director will notify the vendors by email or other means upon making the decision. **There will be NO refunds.** See previous statement regarding Refunds.
- In the case of emergency vehicles needing to get through the Market for any reason, it is asked that Vendors, Volunteers, Staff and the Director quickly get market attendees to clear the street.

#### **ANIMALS:**

**VENDORS ARE NOT ALLOWED TO BRING ANY LIVE ANIMALS TO THE MARKET AT ANY TIME.** The exception is for *A.D.A. approved Service Animals* that are required by a Vendor. The Service Animal must have a current Service Animal Registration.

#### **VENDOR SELECTION PROCESS**

Vendors must apply by February 25 to be considered for the 2022 Greensburg Night Market.

- Not all vendors will be approved for every date they are interested in. The Greensburg Night Market strives to bring a variety of vendors for each market.
- MLM and/or Direct Sales vendors will not be accepted. No exceptions.
- Ready to eat food vendors and food trucks will not be accepted at this time due to spacing and local food establishments in the immediate area. (subject to change)
- Not all vendors who apply will be accepted.
- Vendors with an active social media and following help us spread the word about the Market and may be chosen over vendors without any social media.
- Vendors without social media pages (business pages not personal) may not be approved, it is on the decision of the Director.
- Vendors without social media might be emailed to send photos of their products for consideration. **DO NOT** email photos without being contacted by the Director.

The Greensburg Night Market advertises all vendors equally by posting photos and linking to social media pages before each market. All vendors are also listed on the Downtown Greensburg Project website before each Market linking to websites or social media. Without social media or a website it is difficult to market a vendor to its full potential.

**The Downtown Greensburg Project (DBA - BIA Creative) is a local business who strives to actively promote the greater Greensburg area through events, news, social media and their website. All interested vendors will contact only the Downtown Greensburg Project regarding the Greensburg Night Market.**

**All questions regarding the Greensburg Night Market and/or the Greensburg Holiday Market should be email to [gbgnightmarket@downtowngreensburgpa.us](mailto:gbgnightmarket@downtowngreensburgpa.us)**