



APPLICATION FOR FOOD TRUCK VENDORS

June 6th to August 29th

Fridays | 4P-7P

WELCOME to the 2025 rebranded, redesigned, reimagined TOWN SQUARE MARKET, formerly known as the Cranberry Township Farmer's Market.

We are so excited to bring this amazing community event to the families and friends in the Pittsburgh North Region. There is a lot of new information, so please read through this document carefully to apply as a Food Truck Vendor.

We are accepting Food Truck Vendors who sell food available for consumption at the market, (hot or cold), desserts/ice-creams/smoothies, etc. or non-alcoholic beverages from a self-contained, motorized vehicle or a self-contained enclosed trailer with valid license plates and registration.

Promotional and Service type vendors will be accepted at our three (3) Special Events only. Please contact the Chamber at 724-934-9700 x 10 for more information regarding attending the Special Events.

ALL FOOD TRUCK VENDORS will need to submit this Vendor Application to be considered for the TOWN SQUARE MARKET.

Submission of this application does not guarantee acceptance into the Market. You will be notified by phone or email if your application is approved. Once approved, you will need to complete a Vendor Agreement, provide your Certificate of Insurance, and submit payment.

Food Truck space is limited and will be monitored to avoid an overlap in food offerings.

SPECIAL DETAILS of the newly designed TOWN SQUARE MARKET:

- Our NEW location will be along the walkways of the Armstrong Great Lawn, located in the front and side of the Cranberry Municipal Building at 2525 Rochester Road, Cranberry Twp. and also in the upper and lower side parking lots of the building. **Food Truck Vendors will be located in the lower side parking lot.**
- There will be VERY SPECIFIC drop off and set up details this year to avoid a backup of vendors. We will provide you with your parking location and set-up time/instructions as we get closer to the Grand Opening on June 6th.
- Market months are June, July, and August only. (June 6th through August 29th)
- There is NO Market on July 4th or August 8th.
- **The Market will open at 4:00pm and close at 7:00pm. Food Truck Vendors will be asked to let us know how long you will need to park in your spot and set up beforehand. The Market opens promptly at 4pm so we kindly ask our Food Trucks to be ready to serve customers by 4pm.**

- Three (3) Special Event Days are: June 6th Grand Opening Celebration, July 25th Christmas in July, August 15th Kids Back to School Bash.

VENDOR CONTACT INFORMATION

Your first and last name: _____

Your Food Truck Name: _____

Full Address with City, State, Zip: _____

Phone Number: _____

Email: _____

Social Media Tags, Facebook, and/or Instagram: _____

PICK YOUR PARTICIPATION

Please select your participation in the Market. Please see the boxes below with dates for Season A and Season B.

_____ I will attend the FULL SEASON (11 Weeks, Includes All Special Events*) which costs \$250

_____ I will attend PARTIAL SEASON "A" (6 Weeks, Includes All Special Events*) which costs \$150

_____ I will attend PARTIAL SEASON B (5 Weeks, No Special Events) which costs \$100

_____ I can only attend on the following dates: _____ @ \$25/per Friday.

Season A (Includes Special Events)	Season B (Does Not Include Special Events)
<p style="text-align: center;"> June 6* June 20 July 11 July 25* August 15* August 29 </p>	<p style="text-align: center;"> June 13 June 27 July 18 August 1 August 22 </p>

***SPECIAL EVENTS:**

June 6th – Grand Opening Day

July 25th - Christmas in July

August 15th – Kid’s Back to School Bash

NOTE: There will be NO MARKET on July 4th or August 8th

Please Initial: _____ **If I am unable to attend the Market on any given week, I will CALL the PNRG by Wednesday of that week to cancel.** I understand that the PNRG announces the Vendors/Farmers/Food Trucks on social media and will need to be informed of

my cancellation in time to remove my name from the scheduled vendors. Phone: 724.934.9700, x 11 (Please leave a message for Matt if he is not available.) **We are unable to offer refunds for cancellations.**

TELL US ABOUT YOUR PRODUCTS

Check which one applies:

_____ I have a Food TRUCK _____ I have a Food TRAILER _____ Other (please describe)
_____ Dimensions of TRUCK _____ Dimensions of TRAILER _____ Dimensions of Other

Please describe your menu (the food or drink items you are selling):

Which side of your truck/trailer will you be selling from? LEFT / RIGHT / BACK (please circle one)

Does your generator produce a lot of loud noise? YES or NO

Does your generator produce an odor or smoke? YES or NO

Please Note: Trailers will need to be un-hitched with the tow vehicle being parked outside of the Market space.

Please list any other details about your truck/trailer or product(s) that we should be aware of in the space provided below:

LIABILITY INSURANCE

Cranberry Township and the Pittsburgh North Regional Chamber require vendors to have Liability Insurance listing the Pittsburgh North Regional Chamber as an additional insured for up to \$1,000,000.

Please check here if you plan to provide your own Certificate of Insurance: _____ (Yes, I will provide this Certificate)

Please check here if you would like to be included under the PNRC Insurance Policy for a seasonal fee of \$25. _____

Please forward this completed application to:

Pittsburgh North Regional Chamber

5000 Brooktree Road

Wexford, PA 15090

admin@pghnorthchamber.com / 724.934.9700 x 10

Please DO NOT SEND PAYMENT until we review and accept your application.

NEXT STEPS:

- 1.) You will be contacted by the PNRC within 2-3 weeks after your application has been reviewed.
- 2.) Upon approval, a Vendor Agreement will be emailed to you that will need to be completed and returned.
- 3.) A Certificate of Insurance must be provided listing Pittsburgh North Regional Chamber as an Additional Insured for up to \$1,000,000. You can mail or email the Certificate to the Chamber prior to the Grand Opening.

- 4.) Payment will be due via credit card or check made payable to: Pittsburgh North Regional Chamber
- 5.) Prior to the Grand Opening on June 6th, you will be contacted regarding your space location and drop off/set up details.

Failure to complete all the above steps will result in cancelling your attendance at the Town Square Market.

We look forward to seeing you at the 2025 TOWN SQUARE MARKET!

