



APPLICATION FOR VENDORS and FARMERS

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 Vendor or Farmer at our Market.

We are accepting Vendors who sell fresh food products, artisanal & craft retail goods, *alcoholic and non-alcoholic beverages.

Food Truck Vendors – please see the specific “Food Truck Vendor application” for your participation in the Market.

(*Note: alcohol sales require an additional permit which can be obtained through Cranberry Township.)

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 VENDORS AND FARMERS 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.

To accommodate the interests and demands of the Community, more than one vendor in any classification may be selected to participate on any given Market Day. Vendor types will be monitored to minimize duplications when possible.

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. Vendor and farmer space is also available in the upper and lower side parking lots of the building. **Tent set-up spaces will include multiple surfaces such as grass, asphalt or concrete.**
- If you have your own wagons, carts, or dollies we strongly recommend that you bring these to expedite your set-up and tear-down. This will also help us assign your tent space within the Market.
- Unloading your items from a vehicle beside your tent space will NOT be available for all spaces with the new location of the Market.
- 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 tent space number and drop off 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.

- **Market will open at 4:00pm and close at 7:00pm. Set-up will begin at 1:00pm for those Vendors who would like extra time to drop off merchandise, park, and set up your space.** Please avoid selling any products prior to 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 Business/Vendor/Farm 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

<p>Season A (Includes Special Events)</p>	<p>Season B (Does Not Include Special Events)</p>
<p>June 6* June 20 July 11 July 25* August 15* August 29</p>	<p>June 13 June 27 July 18 August 1 August 22</p>

***SPECIAL EVENTS:**

June 6th – Grand Opening Celebration

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: _____ I understand that I am responsible to properly secure my tent at each TOWN SQUARE MARKET and at all times with sand bags, weights, or something similar.

Please Initial: _____ I understand I may need my own personal wagon, cart or dolly to transport items to my tent space.

The PNRC strongly encourages and recommends that you bring a wagon or cart to help expedite your set-up and tear-down.

Please Initial: _____ **If I am unable to attend the Market on any given week, I will CALL the PNRC by Wednesday of that week to cancel.** I understand that the PNRC 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 all that apply:

_____ Fresh Fruits & Vegetables	_____ Meats	_____ Breads/Bakery Goodies
_____ Arts & Crafts	_____ Handmade	_____ Other Food Products
_____ Pet Products	_____ Personal Hygiene	_____ Other Retail Products
_____ Alcoholic Beverages*	_____ Non-Alcoholic Beverages	

(*Alcohol sales require an additional permit that can be obtained through Cranberry Township. Permit must be onsite during Market hours of operation.)

Do you accept EBT/SNAP Payments? (Yes or No) _____

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

We have a very limited amount of electrical space available. Please check here _____ if you need electricity should a space be available. We cannot guarantee this utility. You will be notified if electricity is available prior to the Market season.

LIABILITY INSURANCE

Cranberry Township and the Pittsburgh North Regional Chamber require vendors and farmers 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 tent 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!

