



## APPLICATION FOR VENDORS and FARMERS

May 29th to September 4th

Fridays | 3pm-7pm

### WELCOME to the 2026 CRANBERRY TOWN SQUARE MARKET

Operated by the Pittsburgh North Regional Chamber

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.)

**A limited number of Exposure/ Service type vendors will be accepted as Sponsors at the Market. Please contact the Chamber at 724-934-9700 x 10 for more information regarding pricing.**

**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 in 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 for the TOWN SQUARE MARKET:**

- The 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 within the location of the Market.
- There will be VERY SPECIFIC drop-off and set-up details to avoid a backup of vendors. We will provide you with your confirmed tent space number and drop off instructions as we get closer to the Grand Opening on May 29th.
- Market months are May, June, July, August and September only. (May 29<sup>th</sup> through Sept 4<sup>th</sup>)
- **There is NO Market on July 3<sup>rd</sup> or August 7<sup>th</sup>.**

- **Market will open at 3:00pm and close at 7:00pm.** Vendors are welcome to start arriving as early as 1pm. **If you need extra time to drop off merchandise, park, and set up your space, please let us know. No Vendors are permitted to set up after 2:45pm for pedestrian safety.**
- Four (4) Special Event Days are: May 29<sup>th</sup> Grand Opening & Celebrate Cranberry, June 26<sup>th</sup> Star-Spangled Summerfest, July 24<sup>th</sup> Christmas in July, September 4<sup>th</sup> Autumn Fest.

**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**

All vendors that want to participate in the **Full Season**, which is 13 weeks, your cost is \$325.00. You are considered the “Anchor of the Market,” (reminder, we are really counting on your presence and commitment) which will guarantee you the same spot each week. **(Includes all Special Events\*)**

Any vendor that prefers to select individual dates that you can commit to participate will cost \$30.00 a day. The placement of your tent will rotate throughout the Market as needed. **(Includes Special Events only if you select the days\*)**

\_\_\_\_\_ I will attend the **FULL SEASON** (13 Weeks, Includes All 4 Special Events\*) Cost: **\$325**

\_\_\_\_\_ I will attend my **SELECTED DATES** as follows Cost: **\$30.00** per day

<p><b>May 29<sup>th</sup> *</b> _____</p> <p><b>June 5<sup>th</sup></b> _____</p> <p><b>June 12<sup>th</sup></b> _____</p> <p><b>June 19<sup>th</sup></b> _____</p> <p><b>June 26<sup>th</sup>*</b> _____</p> <p><b>July 10<sup>th</sup></b> _____</p> <p><b>July 17<sup>th</sup></b> _____</p>	<p><b>July 24<sup>th</sup>*</b> _____</p> <p><b>July 31<sup>st</sup></b> _____</p> <p><b>August 14<sup>th</sup></b> _____</p> <p><b>August 21<sup>st</sup></b> _____</p> <p><b>August 28<sup>th</sup></b> _____</p> <p><b>September 4<sup>th</sup>*</b> _____</p>
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**\*SPECIAL EVENTS:**

May 29<sup>th</sup> – Grand Opening & Celebrate Cranberry

June 26<sup>th</sup> – Star-Spangled Summerfest

July 24<sup>th</sup> – Christmas in July

September 4<sup>th</sup> – Autumn Fest

**NOTE: There will be NO MARKET on July 3<sup>rd</sup> or August 7<sup>th</sup>**

**Please Initial:** \_\_\_\_\_ I understand that I am responsible for properly and always securing my tent at each TOWN SQUARE MARKET with sandbags, weights, or something similar. Staff of the PNRC will check this weekly. **ANY TENT IMPROPERLY SECURED WILL BE TAKEN DOWN.**

**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 list. 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 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 and Cranberry Township as 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](mailto: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 PNRG 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 and Cranberry Township 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 by check and made payable to: Pittsburgh North Regional Chamber.
- 5.) Prior to the Grand Opening on May 29<sup>th</sup>, 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 CRANBERRY TOWN SQUARE MARKET.

**We look forward to seeing you at the 2026 CRANBERRY TOWN SQUARE MARKET!**

