

Hermitage Night Market

Vendor Rules & Regulations



The Hermitage Night Market, sponsored by the City of Hermitage, seeks to provide an opportunity to farmers, artisans, and producers in the region to sell what they produce. The Night Market desires to encourage relationships between producer and consumer and to limit the distance food and goods travel from the producer to the consumer. The Market intends to provide a space for the community as well as excellent local produce, foods, and artisan goods.

The Market has adopted these Rules & Regulations, which may change from time to time, to ensure that the buying and selling experience is pleasant for everyone. In cases of disputes about Rules and regulations, Producers, Artisans and Processors and their assistants must abide by the interpretation of the Director of the Market. 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 Hermitage Night Market is located along North Hermitage Road in front of the Armory, next to the City of Hermitage Municipal Offices located at 740 North Hermitage Road.

DATES OF OPERATION

The dates of the Hermitage Night Market for 2024 are Thursday, July 11, Thursday, August 8, Thursday, September 12, and Thursday, October 3 from 5:00-9:00pm.

VENDOR SET UP

The Night Market is open to vendor set up between the hours of 2:45 pm and 4:45 pm, no earlier. Set up times will be scheduled and assigned per vendor. Vendors will receive their scheduled set up time 3-days prior to the market via email. Vendors will also be provided with a Vendor Lot Number and a map of the market with their designated Lot identified. Vendors must be in their space by 5:00 pm 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, signs, and extension cords. The Night Market has 5 canopies available for rent at each market and are granted based upon the time that the reservation was made. 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 Hermitage Night Market will open to the public at 5:00pm 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 have the option to pay online at <https://cityofhermitagepa.munisselfservice.com/css/> We also accept payment via mail or in person using a check (NO CASH) made payable to "City of Hermitage". Checks may be dropped off at the City of Hermitage Municipal Offices between the hours of 7:30am – 4pm, M-F or mailed to 800 N Hermitage Rd ATTN: Night Market, Hermitage, PA 16148

- **Payment is due within 5 business days of the invoice date. Failure to remit payment within this timeframe will result in the forfeiture of your accepted market date(s).**
- **Submission of application does not mean acceptance. Vendors will be notified of approval and billed accordingly.**

- All vendor spaces are \$20 per Night Market.
- Electricity is \$20 per vendor (not required, limited availability) ***Available for Artisans, Producers, Processors and Food Preparation vendors only. No Food Trucks***

ONLINE BILL PAY:

Vendors may remit payment online by visiting <https://cityofhermitagepa.munisselfservice.com/css/>

1. All vendors are required to register by creating a login using a valid email address.
2. After your email is verified, kindly proceed to log in and access the "General Billing" section.
3. To pay your invoice, please use the "Search" function with the Invoice Number (Bill No. ONLY) Our online bill pay site integrates with our accounting systems meaning it will not find your invoice if your information is not entered exactly as it is entered in our systems. Therefore, entering too many search fields may result in no matching results.

REFUNDS & CANCELLATIONS

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 cancellation or cessation of operation and closing of the Hermitage Night Market.

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

- There will be NO refunds given to vendors who cancel.
- Cancellations must be made in writing. Only Email is acceptable. Please email events@hermitage.net.
- The Vendor may apply for the following market but may not be accepted.
- ***Vendors who cancel within 48 hours of the Market will be fined an additional \$20***

REQUIRED DOCUMENTS

All state licenses must be submitted along with payment after acceptance. Failure to submit state licenses will result in vendor disqualification. If you're unsure about the need for licenses, please check with the State Agriculture Department. This includes but not limited to:

- Food Establishment License
- Exposition Permit
- Retail Food License (full time)
- Mobile Food Facility (14 days or less)
- Business License
- Certificate of Liability naming the City of Hermitage as the Certificate Holder. Vendors without a Certificate of Liability must submit a signed Waiver, Indemnification, and Hold Harmless Agreement

Please send proof of licensure via email to events@hermitage.net, or via mail to 800 North Hermitage Road, Hermitage PA 16148, Attn: Parks.

PRODUCERS, ARTISANS, PROCESSORS, AND FOOD PREPARATION VENDORS

- A Producer, Artisan, Processor, and Food Preparation vendor 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, Processor, and Food Preparation vendor must physically participate in production of the merchandise, unless approved by the Director.
- The Producer, Artisan, Processor, and Food Preparation vendor operators are to be present in the booth during selling hours.
- Everyone in the booth is considered a Vendor and is bound by these Rules & Regulations.

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.
- Food Preparation: if you prepare or provide prepared foods for public consumption within a confined immobile setup (not a food truck)

VENDING SPACES

- Selling spaces can accommodate a 10' x 10' tent
- **Important: TENTS ARE REQUIRED at ALL MARKETS, along with the necessary equipment to securely anchor the tent**
- All spaces are assigned prior to market date
- The Director reserves the right to move vendors accordingly with reasonable interest for the Hermitage Night Market.
- Vendors are required to pay in advance, or they will be asked to leave.

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.

- First time offenders will be given a warning from the Director on the day of the offense.
- Second time offenders will be prevented 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.

SECURITY & 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 by 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 5:00pm-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 decide to release vendors early by signaling the end of the Market. The Director may cancel a Market session before the intended date if weather or other conditions before 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 the 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 or patron. The Service Animal must have a current Service Animal Registration.

VENDOR SELECTION PROCESS

- Not all vendors will be approved for every date they are interested in. The Hermitage Night Market strives to bring a variety of vendors for each market.
- MLM and/or Direct Sales vendors will not be accepted. No exceptions.
- Not all vendors who apply will be accepted.
- Applications will only be accepted for products that fall within the categories of producer, processor, artisan, or food preparation vendor. **If your product does not belong to any of these categories, your application will not be considered**
- Vendors without social media may be asked to submit photos of their products for consideration.

The Hermitage Night Market ensures equal promotion for all vendors by featuring their photos and linking to their social media pages before each market event. Additionally, all vendors are listed on the City of Hermitage website ahead of each market. To maximize a vendor's exposure and marketing potential, having an active presence on social media and a dedicated website is crucial. Without these online platforms, it becomes challenging to fully tap into and showcase the vendor's offerings.

For questions and additional information, please contact the Hermitage
Municipal Building at 724-981-0800 or via email to
events@hermitage.net.