



Pittsburgh Public Market  
Short Term Merchant Application

Please Print Clearly

**I. Business and Contact Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Name/DBA: \_\_\_\_\_

Date Est./Incorporated: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

Proprietorship: \_\_\_\_\_ Partnership: \_\_\_\_\_ Corporation: \_\_\_\_\_

Company Website: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Description of business: \_\_\_\_\_

Do you currently have any legal action pending against you or your business?  Yes  No

If yes, please explain: \_\_\_\_\_

**II. Products Sold and Conducting Business at Pittsburgh Public Market**

Please list the items you plan to sell in detail.

If you need additional space, attach additional sheets.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Are you preparing food on-site to sell?  Yes  No (not permitted at this time)
2. Are you selling food prepared off-site?  Yes  No
3. Are you selling fresh, uncooked food?  Yes  No
4. Please list the permits and/or licenses you believe will need in order to sell your above-listed product(s):
  
5. Do you plan to man your merchant booth during Public Market hours?  
 Yes  No
6. How many employees do you plan to hire for your merchant space in Pittsburgh Public Market? (documentation of Worker's Compensation Insurance will be required)
7. Are you authorized to accept and redeem Farmer's Market Nutrition Program (FMNP) or WIC coupons?  Yes  No
8. Are you authorized to accept Food Stamps?  Yes  No
9. List any other venues you use to sell your products.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
10. Would you be willing to inform the Market management of your weekly gross sales totals? This information assists with grant writing and is required by our lease agreement.  
 Yes  No
11. Do you have a business plan to share and discuss?  Yes  No  
If no, would you like assistance in creating a business plan?  Yes  No
12. What number do your weekly gross sales need to reach in order to maintain your business in the Public Market?  
\$ \_\_\_\_\_

### III. Sales Tax

According to the Pennsylvania Department of Revenue website, sales taxes is now filed either by telephone or online. To determine your eligibility to pay sales tax, refer to <http://www.revenue.state.pa.us>, where you can obtain information on whether or not you are exempt from sales tax, how to register your business and receive your exemption or where/how to pay your sales tax.

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Are you selling any taxable items? \_\_\_Yes \_\_\_No

If yes, attach a copy of your permit. PA sales tax number: \_\_\_\_\_.

If no, attach a copy of your exemption from sales tax.

#### **IV. Insurance and Liability**

**Release and Waiver.** I hereby release, forever discharge and hold harmless Pittsburgh Public Market, The Strip District Public Market Council, Inc., Neighbors in the Strip, Inc., the Urban Redevelopment Authority of Pittsburgh and The Buncher Company, and their successors and assigns, from any and all liability, claims and demands of whatever kind of nature, which arise or may hereafter arise from or in connection with my participation in Pittsburgh Public Market. I take full responsibility for my rented merchant space at the Public Market, my equipment and supplies, and all products that I bring to sell at the Public Market. I understand that all merchants are responsible for their own product liability insurance.

#### **Please Note This Insurance Requirement:**

Each Pittsburgh Public Market merchant agrees to carry and pay for liability insurance for any liability arising out of the use, occupancy, or maintenance of the Premises and all areas appurtenant thereto, with an insurance company satisfactory to the Strip District Public Market Council, with the **Strip District Public Market Council, The Buncher Company, and the Urban Redevelopment Authority of Pittsburgh all named as additional insured**, protecting these three entities against liability for bodily injury and death and property damage with limits of at least \$1,000,000 for any one occurrence; and further, to furnish a certificate evidencing such insurance to the Strip District Public Market Council prior to opening in the Public Market. Each merchant also agrees to secure insurance coverage for all personal property improvements and betterments owned by the merchant on an "all risks" basis during the term of occupancy in Pittsburgh Public Market.

#### **Worker's Compensation Insurance Company:**

Phone Number \_\_\_\_\_ Address \_\_\_\_\_

If you do not carry Worker's Compensation Insurance, state specific exemption: (i.e., no employees) \_\_\_\_\_

#### **V. Deposit**

Merchants must pay a deposit of one week's fee, payable to Pittsburgh Public Market, collected upon your acceptance into the market. This deposit will serve to reserve your merchant space, and will serve as a damage deposit for Market equipment used (if any) and cleanup of space. Please see Pittsburgh Public Market Rules of Operation for more information on equipment use and care/clean-up of merchant spaces. Deposits will be refunded to the applicant if the application is not accepted or will be refunded within two weeks of completion of this agreement if all Market equipment has been returned in good condition and the location of the stall has been sufficiently cleaned.

If you are a Public Market merchant for multiple days or months, your security deposit will be held until such time as you are no longer a Public Market merchant. If during your tenure as a

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Public Market merchant there is a need for Market staff to clean your Market space, remove trash from your Market space or otherwise work to make your Market space amenable for the public, your deposit will be used to cover the costs of this and you will be required to pay another deposit in order to continue being a Public Market merchant.

#### **VI. Market Booth Reservations**

\_\_\_\_\_ 10 feet x 6 feet

If you want to rent multiple booths, please indicate the number above.

For non-farm merchants, the fee to be a merchant in the Public Market on a short-term or daily basis is:

Cost for one day (Saturday) is \$50.

Cost for one day (Friday or Sunday) is \$25.

Cost for two days (Friday-Saturday, Saturday-Sunday, Friday-Sunday) is \$75.

Please indicate the day(s) that you would like to sell at Pittsburgh Public Market. **It is necessary for merchants to maintain the open hours of the Public Market to ensure a complete customer experience.**

\_\_\_\_ Fridays from 10:00 am to 4:00 pm (with option 4:00 pm to 6:00 pm. Twilight Hours)

\_\_\_\_ Saturdays from 9:00 am to 5:00 pm

\_\_\_\_ Sundays from 10:00 am to 4:00 pm

Beginning on (write in the effective date): \_\_\_\_\_

Ending on (write in the termination date): \_\_\_\_\_

Delivery/Set-up Times will be 1.5 hours prior to opening time posted.

Tear-down Times will be 1 hour after closing time posted.

After your application has been accepted, Public Market staff will let you know which days can be reserved for you. Reservations are not guaranteed until Public Market staff has notified you that your application has been accepted and you have paid the required deposit.

#### **VII. Additional Costs**

There is a marketing fee assessed to all Public Market Merchants to support marketing and advertising for the entire Public Market. This fee will be \$2.50 per week, or \$10 per month.

**VIII. Agreement**

You may sell at Pittsburgh Public Market only **after**:

- your application has been submitted, with complete product list included
- all required forms and documentation has been submitted (including application, full product list, insurance documentation, and license agreement)
- all documents have been approved by Market Council and the landlord
- deposit and fees have both been paid

I understand that I am permitted to sell the products specifically listed in the section above called "products to be sold at the Public Market" and agreed upon by Pittsburgh Public Market and the Market Council. I understand that the sale of other products could result in the immediate closing of my market stall and loss of both the fee and deposit for that day.

My signature below indicates that I have received a copy of the "Pittsburgh Public Market Guiding Principles" and "Rules of Operation" and agree to them.

I hereby certify that the information provided above is true and correct and authorize you to investigate all bank, credit and trade references and agree to pay associated costs.

\_\_\_\_\_  
**signature**

\_\_\_\_\_  
**name (please print)**

\_\_\_\_\_  
**date**