



February 5, 2025

Dear Applicant,

Attached is your application kit for Mt. Lebanon Uptown Market for the 2025 season. This year's Market will take place on Saturdays from May 31st-September 27th, from 9am-noon. The kit includes the application form and market rules.

Please read the instructions below then send in the completed application form, to the address below.

The seasonal rate is \$200. The visitor rate is \$20/week.

We look forward to another successful market season this year! If you have any questions, please email me at mtlebanonevents@gmail.com

Warm Regards,

Carla Clipper
Market Manager

Application Instructions

1. **Review the Market Rules.** See attached Market Rules. Please note the insurance & permit requirements. After you apply, Mt Lebanon Partnership will let you know if the insurance certificate must name additional insured for your market assignment.
2. **Fill out the Market Application.** Be sure to fill out your form completely. **Payments must be received prior to May 31st.** Checks should be made payable to **Mt. Lebanon Partnership**. Online payment is also available at <https://mtlebopartnership.org/product/uptown-market-fee/>
3. **Fill out the Farm Product List.** Be sure to include all the items you grow or produce as well as any items that you do not grow but may bring from other local farms.
5. **Mail completed items above to:**

**Eric Milliron
c/o Mt. Lebanon
710 Washington Road
Pittsburgh, PA 15228**

Mt. Lebanon Uptown Market 2025 Rules & Regulations

PURPOSE

The *Mt. Lebanon Uptown Market* was created to provide a service to residents and to bring them to Uptown on a regular basis. The market also creates an opportunity for farms and food producers in the region to sell what they produce directly to residents. The market helps support family farms, preserve farmland and open space, increases commerce in the region, increases interaction between residents, farmers, food producers & small businesses and enriches the quality of life. Farmers selling at the market grow or produce the crops and other farm products they sell at the market (see **PRODUCTS**). The *Mt. Lebanon Uptown Market* works with local sponsoring organizations to promote the markets.

REGISTRATION

Farmers and producers from the Region – defined as Pennsylvania, West Virginia, Ohio, Maryland, New York, and Virginia – are eligible to sell at the *Mt. Lebanon Uptown Market*. Farmers and Food Producers must complete and submit to the *Mt. Lebanon Uptown Market* an application form, product list, organic certification (if they claim their farms are organic) and a certificate of insurance. Mt Lebanon Partnership reserves the right to select market vendors based on the availability of space, on the overall product mix offered by the market and in consideration of the existing retail businesses on Washington Road.

MARKET HOURS

Market hours are 9:00am to 12:00pm every Saturday from May 31 – September 27, 2025. Farmers must arrive at the market site early enough so they are set up and ready to sell at the scheduled opening time.

MARKET FEES

The market application fee is \$200 for the duration of the *Mt. Lebanon Uptown Market*. This fee is due **on or before opening day of the market (May 31, 2025)**. A special visiting vendor rate of \$20 per Saturday is available for a select number of vendors. Contact the market manager for eligibility. **All payments must be received prior to your arrival at the Market. If payment is not received, vendors will not be permitted to sell at the Market. Checks should be made out to the Mt. Lebanon Partnership.**

ATTENDANCE

Vendors should notify the *Mt. Lebanon Uptown Market Manager* beforehand if they cannot attend due to circumstances beyond their control. Farmers, their family members, and employees are permitted to sell at the market. If a vendor fails to alert the Market Manger of their absence before 9:00am on the day of the Market, a \$25 fee will be assessed, which must be paid prior to their next scheduled attendance date. Consistent failure to provide timely notice of absence could result in expulsion from the Market.

PRODUCTS

The *Mt. Lebanon Uptown Market* is a local produce/product market. All products sold at the market should be either grown or produced locally. The local region includes Pennsylvania, Ohio, West Virginia, Virginia, New York, and Maryland.

SIGNS

Vendors must display a sign giving his or her name or that of the business, nearest town, and state. All required signs must be in place before sales begin.

SPACE

The *Mt. Lebanon Uptown Market* will assign spaces at the market which will be determined by each individual vendor's needs and circumstances as well as the market's overall mix of products. Some spaces will be located under existing canopied areas, others will allow vendors to sell directly from the back of trucks with canopies, and available green spaces will accommodate standard tent sizes. Placing displays outside each market space must not create a hazard for pedestrians. Vendors cannot lease or lend market locations. Vendors' displays must not limit the view or access of customers to other stalls.

TABLE COVERINGS

The *Mt. Lebanon Uptown Market* reserves the right to require tablecloths as needed, depending on the condition of each vendor's tables. Vendors are required to keep their tables clean and tidy at all times.

PARKING

Vendors may park their vehicles at the metered parking spaces near their assigned spaces or in the South Parking Garage. The *Mt. Lebanon Uptown Market* is ***not responsible*** for providing vendor parking.

ORGANIC CERTIFICATION

We encourage farmers and vendors offering products organically or naturally grown or produced to display a sign listing the certifying agency. Farmers and vendors must clearly separate and label organic and non-organic produce offered for sale in the same display.

SUPPLIES AND EQUIPMENT

Vendors must supply their own scales, bags, tables, shade structures, and other items needed to operate their stands. Electricity is available at some vendor location sites. Requests to use municipal electricity must be received with the market registration fee prior to start of the market.

SITE SANITATION AND APPEARANCE

Each vendor must have a trash receptacle and a broom at the market to keep their stall areas clean and attractive: clean table coverings, boxes and other containers placed underneath their tables, and stalls kept free of product residuals and other litter. Vendors must clean their sales and truck areas and must take with them at the end of the day all trash, litter, garbage and refuse generated by their vending operations.

HEALTH REQUIREMENTS

Vendors *must* follow Allegheny County Health Department regulations when handling food at the farmers' markets. See *Sanitation Guidelines* (attached). Vendors are responsible for complying with state laws concerning preparation and labeling of baked, processed, and perishable foods. It is the responsibility of each vendor to acquire the appropriate permits from the Allegheny Health Department.

PUBLIC SAFETY

Vendors should exercise caution in parking vehicles and when unloading, reloading, and leaving. Farmers should check the perimeter of their trucks and selling areas to be sure the tables, boxes, trash cans, power cords, shade structures, the truck or its contents, or any other item brought to the market present no hazard to pedestrians, motorists, or vehicles. Shade structures must be secured in windy weather to prevent accidents.

INSURANCE

All vendors are responsible for carrying their own Insurance. Proof of liability insurance is required. Please provide a copy of your insurance along with your application. The *Mt. Lebanon Uptown Market* is not responsible for providing insurance to vendors. If you do not have insurance, please contact the manager, Carla Clipper at mtlebanonevents@gmail.com, or Eric Milliron at 412-343-3412.

INSPECTIONS

The *Mt. Lebanon Uptown Market* reserves the right to visit any farm or food producer with advance notice and to inspect the production of crops or products sold at the market.

FIRE DEPARTMENT COMPLIANCE

The *Mt. Lebanon Fire Department* requires all vendors using propane gas to purchase a permit prior to use of the propane tank. In order to obtain your permit, please contact the Mt. Lebanon Fire Department or visit the station at:

555 Washington Rd Mt Lebanon, PA 15228
(412) 343-3797

MANAGEMENT & APPLICATION OF RULES

The *Mt. Lebanon Uptown Market* is responsible for the operation and management of the farmers' market. The *Mt. Lebanon Uptown Market* or its designate is authorized to make operational decisions at the market sites including assignment of spaces at the markets, enforcement of these Market Rules, and collection of market fees. Violation of rules may result in reassignment of market position or loss of permission to sell in the market.

Sanitation Guidelines

For The Mt. Lebanon Partnership Farmers' Market

For your protection and the protection of consumers, we ask that you abide by the following guidelines.

1. Clean Hands

- Wash hands with soap before handling food, frequently throughout the market period, and after using a restroom.
- Per Allegheny County Health Department Guidelines, food vendors are required to have a handwashing station.
- There is also a restroom facility located inside the Mt. Lebanon Municipal Building.

2. Food Storage

- Store all food, ice used to cool perishable food, food handling utensils, and other food related items off the ground.
- All food items, which are to be eaten in the form they are served, must be transported, stored, and served using food-grade containers, utensils, and equipment.

3. Produce

Sell only uncut fruits and vegetables.

4. Samples

You may offer samples to customers provided the samples are prepared and utensils washed in a licensed commissary, samples are covered when not in use and customers are provided with individual disposable utensils.

5. Perishable Items

- Keep all refrigerated perishable items, such as meats, dairy products, and eggs, at 41° F or less during transport, display, and storage at the market or in the transporting vehicle. The temperature for cheese is 35° F (even though many cheeses are aged 3 months or more at higher temperatures!)
- Bring a thermometer to monitor temperature of perishable foods.

6. Ice as Coolant

- Ice used must be from an approved source, properly labeled showing the manufacture's name and address.
- Do not use block ice.
- Continuously drain ice melt water away from product into a suitably sized container.

7. Processed Food

- Baked goods and farm canned goods - such as jams, jellies, preserves, pickled vegetables, honey, vinegars, etc. - must be properly prepared and labeled according to regulations established by the Pennsylvania Department of Agriculture.
- Proper permits from the Allegheny Health Department are required. If you are cooking food for sale at the market site, or handing out samples, you must be a certified food

preparer and the utensils and equipment you use must be washed at a licensed commissary.

- Vendors selling prepared foods for immediate consumption must have a three sink basin to clean all utensils (for more detailed information contact the Allegheny County Health Department).