

Mt. Lebanon Winter Market & Holiday Celebration

2025 Rules & Regulations

Purpose

The Mt. Lebanon Winter Market & Holiday Celebration is a special one-day event designed to celebrate the holiday season, draw the community to Uptown, and support regional makers, artisans, and food producers. The Market provides an opportunity for vendors to sell directly to residents in a festive setting, while also encouraging visitors to shop and dine at Uptown's plethora of small and independent businesses.

Registration

Artisans, makers, and food vendors from Pennsylvania and surrounding states are eligible to apply. Vendors must complete and submit a Winter Market application and proof of insurance. The Mt. Lebanon Partnership reserves the right to select vendors based on product mix, space availability, and alignment with the event's holiday theme.

Market Hours

The Winter Market will be held on **Saturday, December 7, 2025, from 12:00 PM to 5:00 PM**. Vendors must arrive with enough time to unload, park, and be fully set up before noon.

Market Fees

The vendor booth fee is **\$50**. Payment is due in advance of the market date. Vendors who have not paid will not be permitted to participate. Checks should be made payable to the Mt. Lebanon Partnership. Online payment options are available on the Mt. Lebanon Partnership website here: <https://mtlebopartnership.org/product/mt-lebanon-winter-market-vendor-payment/>

Attendance

This is a one-day event; all accepted vendors are expected to attend. In the event of an emergency that prevents participation, vendors must notify the Market Manager as soon as possible.

Products

The Winter Market & Holiday Celebration is a curated holiday marketplace. Eligible products include:

- Locally grown or produced farm products
- Baked goods, prepared foods, and specialty food items
- Handmade crafts, artwork, and holiday décor
- Other items approved by the Market Manager

Booth & Space

- Vendors will be assigned a **10x10 space**. Placement is at the discretion of the Market Manager.
- Vendors must provide their own tents, tables, and displays.
- Displays must be safe, stable, and not obstruct pedestrian walkways or neighboring vendors.
- All tents must be properly weighted to prevent accidents in windy conditions.

Signage

Each vendor must display a sign with their business name, location, and state. Signs must be visible before sales begin.

Electricity

Limited access to municipal electricity may be available on request. Vendors must request electricity at the time of application and bring their own extension cords.

Site Sanitation & Appearance

- Vendors are responsible for keeping their areas clean and attractive.
- Trash must be collected in vendor-supplied receptacles and taken off-site at the end of the event.
- Table coverings should be clean and neat.

Health & Safety Requirements

- All vendors must comply with Allegheny County Health Department regulations.
- Prepared food vendors must obtain the proper permits and certifications, including handwashing and sanitation requirements.
- All propane users must obtain a permit from the Mt. Lebanon Fire Department prior to the event.

Insurance

All vendors must carry liability insurance and provide proof of coverage with their application. The Mt. Lebanon Partnership and Municipality of Mt. Lebanon are not responsible for providing insurance.

Management

The Mt. Lebanon Partnership and Municipality of Mt. Lebanon manage the Winter Market & Holiday Celebration. The Market Manager has the authority to enforce these rules, make operational decisions, and reassign or remove vendors as necessary.