



Mt. Lebanon Winter Market & Holiday Celebration

2026 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 encouraging visitors to shop and dine at Uptown's 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 provide proof of insurance. The Mt. Lebanon Partnership reserves the right to select vendors based on product mix, space availability, and alignment with the event.

Market Date & Hours

The 2026 Mt. Lebanon Winter Market & Holiday Celebration will be held on Saturday, December 5, 2026, from 12:00 PM to 5:00 PM. Vendors must arrive with enough time to unload, park, and be fully set up before the Market opens at noon. Detailed load-in instructions and assigned arrival times, if applicable, will be provided to accepted vendors prior to the event.

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 is also available through the Mt. Lebanon Partnership website.

Attendance & Cancellations

This is a one-day event, and all accepted vendors are expected to attend for the full Market. If an emergency or other unexpected circumstance prevents participation, vendors must notify the Market Manager as soon as possible. Advance notice allows event staff to adjust the layout and, when possible, fill the available space.

Products

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

- Locally grown or produced farm products
- Baked goods, prepared foods, and specialty food items
- Handmade crafts, artwork, gifts, and holiday decor



- Other products approved by the Market Manager

Booth & Space

- Vendors will generally be assigned a 10' x 10' space. Placement is at the discretion of the Market Manager and may be adjusted based on site conditions and event needs.
- Vendors must provide their own tents, tables, chairs, and displays unless otherwise arranged in advance.
- Displays must be safe, stable, professional in appearance, and may not obstruct pedestrian walkways, entrances, or neighboring vendors.
- All tents and canopies must be properly secured and weighted. Stakes may not be used unless specifically authorized.
- Vendors are responsible for ensuring that their setup remains safe throughout the event, including during changing winter weather conditions.

Signage

Each vendor must display visible signage identifying the business or vendor name. Vendors are encouraged to include their location and other information that helps customers identify and connect with their business.

Electricity

Limited access to municipal electricity may be available. Vendors requiring electricity must request it at the time of application. Requests will be accommodated when possible but are not guaranteed. Vendors approved for electrical access must bring appropriate outdoor-rated extension cords and follow all event and municipal safety requirements.

Site Sanitation & Appearance

- Vendors are responsible for keeping their booth area clean, safe, and attractive throughout the event.
- Vendors must provide appropriate receptacles for waste generated by their operations and remove vendor-generated trash at the end of the event.
- Tables, coverings, signage, and displays should be clean, neat, and appropriate for a public community event.
- Vendors must leave their assigned space in the same or better condition than they found it.

Health & Safety Requirements

- All vendors must comply with applicable Allegheny County Health Department regulations and other local, county, and state requirements.
- Prepared food and sampling vendors are responsible for obtaining any required permits, licenses, certifications, and approvals, including applicable handwashing and sanitation requirements.
- Vendors using propane or other regulated heating or cooking equipment must obtain any required permits or approvals from the Mt. Lebanon Fire Department prior to the event.
- Open flames, heaters, generators, cooking equipment, and similar equipment may be used only when permitted and approved for the event.



Insurance

All vendors must carry appropriate liability insurance and provide proof of coverage as required with their application. The Mt. Lebanon Partnership and Municipality of Mt. Lebanon do not provide insurance coverage for participating vendors or their property.

Weather & Event Conditions

The Winter Market is a winter outdoor event, and vendors should be prepared for cold temperatures and seasonal weather. The event is expected to proceed in typical winter conditions. If severe or unsafe weather requires a delay, modification, or cancellation, the Mt. Lebanon Partnership will communicate with participating vendors as soon as reasonably possible. The Partnership and Municipality reserve the right to make changes necessary to protect the safety of vendors, volunteers, staff, and attendees.

Management

The Mt. Lebanon Partnership, in coordination with the Municipality of Mt. Lebanon, manages the Winter Market & Holiday Celebration. The Market Manager has authority to enforce these rules, make operational and safety decisions, adjust vendor placement, and require changes to or removal of any setup that creates a safety concern or does not comply with event requirements.

Vendor Agreement

By submitting an application and participating in the 2026 Mt. Lebanon Winter Market & Holiday Celebration, vendors acknowledge that they have reviewed and agree to comply with these Rules & Regulations and any additional event-day instructions provided by the Mt. Lebanon Partnership or Municipality of Mt. Lebanon.