



OP-2006-03-04

## ROSSI'S POP UP MARKETPLACE VENDOR INFORMATION

### “OUTDOOR REGULATIONS”

(Supplement to General Regulations “OP-2006-03-02”  
(Revision 2 – March 7, 2009)

The following information is provided for use by all **Outdoor Vendors** as a supplement to the “General Regulations. The “General Regulations” is the controlling document and is part of the overall regulations by this reference. Each vendor will be held responsible for adhering to their respective regulations.

#### ***OUTDOOR MARKETPLACE RETAIL SPACE.***

- No items are to be placed outside of the allotted retail space. Keep within the white lines on either side and from front to back.
- Vehicles are to be kept in your space while selling and parked as directed. Only ONE vehicle per space allowed.
- Tables, chairs or other fixtures are not provided as part of the rental fee. Please make sure to bring your own.
- Space is provided on a “First Come – First Serve” basis.
- One outdoor space is approximately equivalent to 2 ½ standard parking spaces (approximately 20ftx20ft).
- A limited number of reserved spaces are available. Preferences are given first to Rossi's permanent retailers. These spaces are to be paid by the month in full by the first weekend of the month. Details are available from the “Outdoor Vendor Relations Manager”.

#### ***RENTAL FEE:***

- Current rental rates as follows: One Space **\$15.00** per Day, Two Spaces (same day) for **\$30.00** per day. These fees **include** a **\$5.00** per space North Versailles Township Vendors License Fee.
- Payment is due upon entry to the marketplace. Sorry, **NO \$100.00 bills** accepted.
- Cash is the only form of payment accepted for the daily rentals (sorry – no checks, charges or debit cards please).

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- Monthly Reserved Space Rental Fee **MUST** always be paid by the first weekend of the month. Payment may be made in the form of: Cash, Check, Money Order or Credit/Debit Card (Master Card, Visa or Discover).
- Please note that all of Rossi's representatives have **Photo ID** clearly displayed for your protection. No other personnel are authorized to collect rent payments.

#### ***OPERATIONAL DAYS & TIMES***

- Actual operating hours are **7:00 AM until 4:00 PM** Saturday & Sunday.
- All vendors are urged to be open during marketplace operating hours **without exception**.
- Vendors can be open for business within one hour prior of actual marketplace opening and are urged to remain open until close of the retail day.
- **Vendor Entrance Opens at 6:00 AM. NO VENDOR IS PERMITTED TO SET UP PRIOR TO 6:00 AM.**
- Vendors are **NOT** permitted to **SAVE SPACES** for other vendors.
- Vendors are **NOT** permitted to set up Friday evening.
- All vendors must vacate their area within fifteen minutes of the marketplace closing to permit arming of the building alarm system.
- Vendors may request the same selling space for Sunday **IF** they have set up and paid on a Saturday. This decision will be at the sole discretion of the management.

#### ***MERCHANDISE PICK-UP POLICY***

- Vendor Off-Loading after set-up hours is limited to the discretion of the "Outdoor Vendor Relations Manager".
- Customer Pick-Up is limited only to the identified "Customer Merchandise Pick-Up Area" which is located in the building rear (South-West) corner.

#### ***TRASH***

- Each Vendor is responsible for the removal of their personal trash from their area. **DO NOT LEAVE ANYTHING IN YOUR SPACE WHEN YOU LEAVE.**
- Large items such as furniture and appliances, exercise equipment, tires, etc are **NOT** to be put into or next to the trash containers or left anywhere on Rossi's property.
- Dumpsters are provided as a courtesy to the vendors and patrons of Rossi's Pop-Up Marketplace. These are available for small items and are located at the outdoor rear (North-East) of the building.
- **ALL CARDBOARD BOXES MUST BE BROKEN DOWN AND PLACED IN THE CONTAINERS PROVIDED BEHIND THE DUMPSTERS.**



- DUMPING of any and/or all personal or commercial items is **STRICTLY PROHIBITED!**
- Abuse of this privilege will result in suspension from Rossi's as a vendor.

#### ***INCLEMENT WEATHER***

- Once a Vendor has occupied a rental space, they are committed to pay for that space.
- Rossi's is open every weekend, **RAIN or SHINE**. Please note that there are **NO RAIN CHECKS or REFUNDS** provided in the event of inclement weather.

#### ***ELECTRIC POWER***

- Electrical power is **NOT** provided or available to outdoor vendors except for merchandise testing purposes and pre-authorized Food Vendors.
- A receptacle, which is dedicated for vendor use in testing their merchandise for sale, is located near the stage area next to the rear building entrance.
- Sorry, the use of self contained gas powered and/or electrical generators is prohibited because of the noise generated.

#### ***PROHIBITED SALE ITEMS***

- Used Mattresses
- Weapons including but not limited to: Firearms (Rifles, Shotguns, Handguns), & Ammunition.
- All Fireworks
- Pornographic materials (Printed and/or Video)
- Sale of animals or pets of any kind. **Pets are NOT PERMITTED anywhere on the grounds at Rossi's.**
- Any items prohibited by law (i.e. switchblades)
- Outdated pharmaceuticals or food items
- Alcoholic Beverages
- Illegal drugs
- No games of chance or gambling is permitted on Rossi's property without prior permission by Rossi's management.
- No **PREPARED** food or drink sales allowed without approval by Rossi's Management. This includes coolers with cold water or soda-pop, etc. for single sales. Vendors may sell baked goods, prepackaged foods, candy, large bags/cases of chips, etc., fruits and vegetables.
- No bulk sale of carpeting or carpet remnants is permitted without written approval from the "Vendor Relations Manager".
- Charity and/or non-profit solicitation is not permitted unless authorized by Rossi's Management.



### ***SECURITY***

- Rossi's is equipped with a digital security system with a direct link to the North Versailles police department.
- Anyone caught stealing will be prosecuted.
- Motion detectors are strategically placed throughout in order to sense unauthorized personnel within the building.

### ***RESTROOMS***

- Restrooms are located **inside the main building** next to the main office. Please keep these restrooms clean.

### ***CONDUCT***

- Profanity, abusive language, boisterous behavior, threats or any sexual harassment will not be tolerated.
- Rossi's does not condone and specifically opposes any discrimination based on: Race, Creed, Sex, Handicap or National Origin.
- There is **NO PARKING** along the fire lane in the front or sides of the building except for unloading and loading.

### ***SALES TAX***

- It is the sole responsibility of the vendor to comply with all Federal, State and Local sales tax laws.

### ***OPERATION***

- No children under the age of 16 are permitted to sell without the presence of an adult or be left unattended within a vendor's area.
- No selling of any products or services within the Rossi's complex without first becoming a vendor at Rossi's.
- Selling of products and/or services must take place from within the vendor's assigned area.
- Selling beyond this area requires a "Vendor at Large" permit.
- Rossi's will provide a "Photo ID" to "Vendors at Large".
- No hand-bill solicitation is permitted on the Rossi's premises including vendor and front parking lots without prior authorization by Rossi's Management.
- There is **NO** vendor parking in the rear lot other than for the vehicle placed in the vendor's sales area. Additional vehicles must be parked in the parking lot located in the front of the building.

### ***VENDOR ADVERTISING***



- Vendors may utilize Rossi's Disc Jockey to make announcements for them for a small fee. See the DJ for info.

A handwritten signature in blue ink, appearing to read "R. Michelucci", is written over a horizontal line.

Date: 03 / 7 / 09

**Authored:** Robert V. Michelucci  
Manager, Vendor Relations

References:

1. Indoor Regulations Supplement “**OP-2006-03-03**”
2. Outdoor Regulations Supplement “**OP-2006-03-04**”
3. Food Vendor Regulations Supplement “**OP-2006-03-05**”
4. Rates and Times Schedule “**OP-2006-03-06**”

*(1) Rossi's Pop-Up Marketplace” Rates and Times Schedule” is available at the “Vendor Services” counter.*