



2011 ROSSI'S VENDOR SET UP FREQUENTLY ASKED QUESTIONS (FAQ)

We welcome you as a customer and prospective vendor. We have listed some general information addressing the most frequently asked questions concerning selling at Rossi's.

WHEN IS THE OUTSIDE FLEA MARKET AT ROSSI'S OPEN?

Our outside flea market is **open March through December** (weather permitting) every **Saturday & Sunday** (Except Easter Sunday). INDOOR MARKETPLACE IS OPEN ALL TWELVE MONTHS.

WHAT TIME CAN I BEGIN TO SET UP OUTSIDE?

Our outside area opens to vendors at 6:00 AM both Saturday & Sunday. **NO FRIDAY SET UP.**

WHAT IS THE COST TO SET UP OUTSIDE?

Saturday Spaces are **\$15.00 each** per day (includes \$5.00 North Versailles Township Fee).

Sunday Spaces are **\$18.00 each** per day (includes \$5.00 North Versailles Township Fee).

Cash payments only accepted upon entry. **Sorry, NO \$100 bills accepted.**

CAN I LEAVE MY MERCHANDISE AT MY OUTSIDE SPACE OVERNIGHT?

Saturday vendors may leave a table or covered merchandise for Sunday. Vendor **MUST** be in place on Sunday **NO LATER** than 8:00AM. Rossi's assumes **NO RESPONSIBILITY** for any items left on grounds overnight. **NO VEHICLES are permitted to stay on grounds overnight.**

CAN I SELL FOOD?

You must apply individually in advance to become an **AUTHORIZED PREPARED FOOD VENDOR**. Restrictions **DO** Apply and you must also have a valid Allegheny County Health Department Permit and provide proof of insurance. Outdoor vendors **MAY** sell **PREPACKAGED** foods such as potato chips, cereal, cookies, candy, canned goods, etc. Out door vendors may also sell **UNCHILLED** soda or non alcoholic beverages. **NO COLD BEVERAGES are permitted for sale unless you are an AUTHORIZED ROSSI'S FOOD VENDOR.**

WHAT IF IT RAINS?

Sorry, but there are **no rain checks** issued.

DOES ROSSI'S PROVIDE TABLES?

No, outside you must bring your own tables and chair(s). Indoors table and chair is provided.

HOW MUCH DOES IT COST TO SET UP IN THE FLEA MARKET ROOMS INSIDE?

We have minimal room set aside for Fall, Winter & Rainy Day indoor flea market sellers. Daily Rate (IF AVAILABLE) is \$20.00 per day per table (8' table & chair included). Monthly lease rate is \$150.00 for ONE table. TWO tables for \$175. THREE tables (Maximum) for \$200.00.

CAN I LEAVE MY MERCHANDISE AT MY INSIDE SPACE?

If you are a monthly vendor you may leave your merchandise covered up at your table at your own risk. Saturday vendors may leave merchandise for Sunday.



WHAT ARE THE OPERATING TIMES OF THE FLEA MARKET AND MARKETPLACE?

We are open every Saturday and Sunday from 8:00AM until 4:00PM.

WHAT ARE THE RENTAL RATES FOR FULL TIME INDOOR SPACES?

Indoor rates vary according to both location and size along with other criteria. Rates begin at \$180.00 per month. You may try out a weekend for \$25.00 per table per day (based on availability).

CAN I SELL USED ITEMS INDOORS?

Used or garage sale/ flea market items are designated to the flea market rooms. Indoor monthly spaces are primarily reserved for new items, crafts, specialty items, collectables, food items, etc.

HOW CAN I BECOME A FULL TIME INDOOR VENDOR?

Stop at the Customer Relations Booth at the main office inside the building (located next to the restrooms) and see Bob or Doris. You may call Doris anytime at 412 759-6814 for more information or to see what space is available.

We hope that this has been helpful information for you.

Bob Michelucci, Manager, Vendor Relations

RESTROOMS

- ◆ Restrooms are available in the center of the Atrium located directly adjacent to the Guest Relations and Information Booth. Please keep these restrooms clean.
- ◆ Vendors are encouraged to notify any North Versailles Outparcels, LLC Team Member of any maintenance that may be required to keep the facilities clean and operational.

ATM MACHINE

- ◆ The ATM Machine is centrally located in the Atrium located adjacent to the Guest Relations and Information Booth.
- ◆ The ATM is available to guests of North Versailles Outparcels, LLC as well as all vendors.

ANIMALS

- ◆ North Versailles Outparcels, LLC strictly prohibits animals of any kind of the premises. This includes pets as well as animals for sale.
- ◆ Service animals are the only exception, while in the care of their certified owner.

VENDOR PARKING

- ◆ There is no customer or vendor parking permitted in the rear parking lot of the facility except as identified within the Vendor Outdoor Regulations.



- ◆ There is no parking permitted in the designated Fire Lane by order of the North Versailles Fire Marshall. Violators will be ticketed.
- ◆ We strongly suggest that vendors DO NO TAKE UP THE FIRST ROWS OF PARKING SPACES in the front parking lot as a courtesy to THEIR customers.

INCLEMENT WEATHER

- ◆ Once a Vendor has occupied a space, they are committed to pay for that space.
- ◆ North Versailles Outparcels, LLC is open every weekend, RAIN OR SHINE. Please note that there are NO RAIN CHECKS or REFUNDS provided in the event of inclement weather.

OUTDOOR REGULATIONS

THE FOLLOWING REGULATIONS ARE SUBJECT TO CHANGE

The following information is provided for use by all OUTSIDE VENDORS as a supplement to the General Regulations. If there is a discrepancy between the License Agreement and the Regulations, the License Agreement controls.

OUTDOOR MARKETPLACE RETAIL SPACE

- ◆ No items are to be placed outside of the allotted 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 License 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 2-1/2 parking spaces (approximately 20' x 20').
- ◆ A limited number of reserved spaces are available. Preferences are given first to North Versailles Outparcels, LLC permanent vendors. 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.
- ◆ 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.

LICENSE FEES

- ◆ Payment is due upon entry to North Versailles Outparcels, LLC. NO \$100 BILLS ACCEPTED.
- ◆ Cash is the only form of payment accepted for daily licenses. No checks, charge cards, or debit cards please.



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."
- ◆ NO customer vehicles are permitted within the active Flea Market area for merchandise pick-up or for any other reason.
- ◆ North Versailles Outparcels, LLC has several flatbed dollies available at no charge for customers to transport their merchandise to their vehicles.

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.
- ◆ The use of self contained gas powered and/or electrical generators is prohibited because of the noise generated.

PROHIBITED SALE ITEMS

- ◆ Used mattresses
- ◆ Firearms and ammunition.
- ◆ Fireworks
- ◆ Pornographic materials
- ◆ Animals or pets of any kind
- ◆ Any items prohibited by law (i.e. switchblades)
- ◆ Outdated pharmaceuticals or food items
- ◆ Alcoholic beverages
- ◆ Prescription drugs
- ◆ Illegal drugs
- ◆ Raffles
- ◆ No games of chance or gambling is permitted on North Versailles Outparcels, LLC property
- ◆ No bulk sale of carpeting or carpet remnants is permitted without written approval from North Versailles Outparcels, LLC Vendor Relations Manager.
- ◆ Open flames are not permitted within North Versailles Outparcels, LLC structure.
- ◆ Flammables of any kind (except as approved by North Versailles Outparcels, LLC) are STRICTLY PROHIBITED.
- ◆ **Any and all fake, illegally copied and/or "Knock-Off" licensed merchandise, including but not limited to cd's, dvds, clothing, shoes, purses, and sporting goods**