



Pittsburgh Public Market Guiding Principles

I. Basic Philosophy of Operations

Pittsburgh Public Market (aka Public Market and/or Market) has been created to grow new businesses and support existing businesses in the Strip.

Pittsburgh Public Market operates within legal bounds and with concern for the welfare of the public as well as the Public Market vendors and Strip District businesses.

The rights of all businesses, vendors and patrons must be respected.

Pittsburgh Public Market vendors must comply with all federal, state, local and special statutes and ordinances regarding public health, safety and welfare, as well as with all terms of the Master Lease with the Urban Redevelopment Authority. Individual vendors are required to comply with all tax laws, including local/state sales taxes.

Pittsburgh Public Market welcomes all regardless of race, creed, color, sex, religion, sexual orientation, age, nationality or marital status, and will require all Public Market vendors to do the same.

The success of Pittsburgh Public Market and every vendor is inter-dependent and why these Principles are necessary. Working together, we will grow into a successful Public Market that gains notoriety as a regional attraction while complementing and expanding the existing Strip business district products.

The Pittsburgh Public Market is operated by the Strip District Public Market Council, Inc., (d/b/a/ Pittsburgh Public Market), a private, 501(c)(3) non-profit corporation governed by a volunteer Board of Directors and an established set of bylaws which are available upon request. The Strip District Public Market Council (aka Market Council) Board of Directors shall administer, manage, preserve and protect the property of Pittsburgh Public Market.

II. Hours of Operation

Required open hours

During open hours, merchants must:

- be open for business
- be staffed at all times
- be fully merchandised (cases may be replenished, but not set, during open hours)
- offer a complete product mix

Open hours will be (for retail businesses with access only through the Public Market):

- Fridays 9:00 am to 7:00 pm
- Saturdays 9:00 am to 5:00 pm
- Sundays 10:00 am to 4:00 pm

Hours and days of operation may be subject to change based on consumer trends, holidays, etc. Delivery times and set-up are detailed below in the Section IV entitled “Receiving and Deliveries.”

Holidays

An annual holiday schedule will be prepared each year, but generally Pittsburgh Public Market will be closed on the following holidays should they fall on a day of operations:

- New Year’s Day
- Easter Sunday
- July 4th (with some exceptions based on day of the week)
- Thanksgiving Day
- Christmas Day

Exceptions and Changes

Market management may temporarily or permanently change the open and closed hours and will provide written notice to all Market vendors prior to implementing any changes.

III. Permitted Products for Sale by Pittsburgh Public Market Vendors

All products displayed for sale within each vendor space in the Pittsburgh Public Market needs to conform to the approved list submitted with the vendor’s application. Should a vendor decide to add or delete products, such must receive prior approval by the Strip District Public Market Council, Inc. (aka Market Council).

The Market Council, in conjunction with the Market management, will maintain quality assurance responsibilities – assure all vendors are displaying and selling approved products and that these products and display of the products meet established standards.

The Market Council will adhere to the established philosophy that the Pittsburgh Public Market will expand the product lines and offerings of the entire Strip District, avoiding duplication of businesses already operating in the district. As the ability to screen new businesses in the overall district is limited, once a business has been identified and approved as appropriate for the Public Market, subsequent establishment of a similar business in the overall district will not affect the status of the Public Market business.

In the event a vendor does not comply with the approved product list, the process for rules violations will be implemented as described in Section XV entitled, “Penalties for Rules Violations”.

IV. Receiving and Deliveries

Designated Loading and Unloading Zones

All deliveries must be made from designated Loading/Unloading Zones on Smallman Street or on the truck throughway that extends from Railroad Street behind the building.

No standing, stopping, parking, or unloading is permitted on 21st Street or along the building's dock area that is not adjacent to the Public Market space.

Delivery Restrictions

Deliveries are restricted to the days of operation and during set-up time prior to the opening of the Public Market. If it is necessary to receive a delivery during Public Market operating hours, Market management must be notified and specific arrangements made.

V. Garbage and Trash

Market Trash Facilities, Services, and Procedures

Public Market trash facilities are to be used only for trash generated through Public Market operations. Public Market trash facilities are provided for the sole use of Market merchants.

Market management will designate one or more trash collection points. All Market vendors are required to transport their own trash from their stands to the designated collection point. All trash and garbage must be securely bagged before it is transported to the designated collection point. Trash may not drip, blow, or drop on the ground during transport or disposal.

All trash brought to the designated collection point must be placed within the covered collection point container. No trash or garbage may be left on the streets, sidewalks, or ground around the designated trash collection point. Trash may not be piled on top of the container itself.

No pallets, skids, tires, machinery, or hazardous materials may be deposited at the designated trash collection point.

Recycling bins will be provided by the Public Market and all vendors and visitors are strongly encouraged to use these appropriately.

Within Market Stands / Vendor Areas

Open storage of garbage or trash in or around Market stands is prohibited. Trash must be stored in covered bins or carts. Trash bins and carts must be emptied before they reach capacity.

Temporary trash accumulation in public areas of the Market, on the street, or in any publicly visible place is prohibited. Trash removed from Market stands must be transported immediately to the designated trash collection point.

Produce Area

Trash accumulation in or around the produce area in any publicly visible place is prohibited.

Spoiled inventory must be kept in covered bins or carts, which must be emptied before they reach capacity. Empty cardboard boxes must be broken down for disposal and other trash must be transported immediately to the designated trash collection point.

All trash, spoiled inventory, and empty boxes must be removed from the produce area by the close of each business day.

Food Service Vendors

Food service vendors must provide trash receptacles for public use. Indoor trash receptacles must be covered. Trash receptacles must be emptied before they reach capacity.

VI. Sanitation

General

All vendors are required to maintain their stands and all equipment in a clean and sanitary condition.

All vendors may need to sweep and mop their stands at the close of each business day, or more often as may be necessary.

Coolers, display equipment, tables, trash receptacles and walls need to be kept clean and sanitary at all times.

Smoking is not permitted in the Public Market.

Produce Area

All refuse must be moved to the trash collection point at the close of each business day. Delivery pallets must be stored out of the public view or removed completely.

All food products must be stored off the floor at all times. No produce may be left in the produce aisle or vendor space outside of business hours.

VII. Storage

Public Market and Retail Space

Storage of supplies and equipment needs to be handled in a neat, attractive, and unobtrusive manner that does not detract from merchandise displays nor obstruct views through the Public Market or through openings from the Market to the outside.

Temporary storage in public areas, on the street, in customer aisles, or in any publicly visible place is prohibited.

No storage is permitted on top of walk-in coolers and freezers or on top of display cases.

Produce Area

Storage of supplies and equipment needs to be handled in a neat, attractive, and unobtrusive manner.

Supplies and equipment remaining in the produce aisle at the close of business must be stored neatly on shelves below the produce merchandising tables or in cabinets. Equipment and boxes left elsewhere are subject to removal by Market staff.

No storage is permitted on top of the produce merchandising tables.

VIII. Signage

General

All vendors may purchase and display an identity sign for their business. Vendor identity signs need to be professionally designed and constructed of permanent materials such as wood, glass and metal. Identity signs will be limited to the vendor business name and logo only.

Market management will approve all signs displayed by vendors prior to installation.

All signs displayed by vendors, permanent and temporary, must be of professional quality in design and craftsmanship.

All tenant signs must be constructed of quality materials. Chalkboards and materials such as wood, glass and metal are encouraged. Paper, cardboard, and poster board signs are discouraged and may not be permitted. No animated components, flashing lights, injection molded plastic, or box-type signs are permitted unless approved through the Market Council.

Signs may not contain specific brand names or manufacturer advertising. Use of Pittsburgh Public Market logo is limited to the Market itself and may not be imitated or duplicated for use as a vendor's logo.

Vendors may install menu boards, not to exceed 36" by 36". Sandwich board signs are not permitted at this time due to the small footprint of the Public Market..

The use of antique signs is encouraged.

Product pricing signage is encouraged. Pricing signs need to be mounted as close to the merchandise priced as possible.

Vendor signs may not be suspended between or strung across the iron structural elements of the Public Market. **Guidelines for vendor signs will be developed and distributed.**

No vendor signs are permitted in the windows of the produce area.

IX. Fair and Honest Trade

Merchants shall at all times conduct business fairly, honestly, and legally.

All products sold must be truthfully identified and properly labeled. Products may not be misrepresented. Fraudulent, dishonest, or deceptive practices are prohibited and may result in suspension or expulsion from the Public Market.

Merchants must accurately weigh and measure all products sold by weight or measure. Vendors must utilize a properly certified scale for all sell-by-weight transactions.

The use of false packs, or the concealment of poor product beneath a topping or facing of better product is prohibited.

Vendors must provide customers with receipts upon request.

Market management has the right, and obligation, to require vendors to immediately remove from the premises any product that is not honestly and accurately identified, labeled, weighed, or measured.

X. Modifications to Assigned Vendor Booths

Vendors are permitted to make some permanent modifications to their stands with written permission from Market management. Modifications include, but are not limited to, drilling, cutting, removing, reconstructing, or moving any portion of the premises or leasehold improvements therein.

If legally (or code) required, vendor modifications to stands must be properly permitted and made by licensed professionals.

XI. Parking (pending negotiations for additional parking spaces)

There are no specified areas for vendor parking at this time, although parking adjacent to the Public Market space (both on Smallman and behind the building) is prohibited to ensure these spaces are available for Strip customers. Parking is available in St. Stanislaus' parking lot behind the Church, as well as in the Cork Factory parking garage. Parking is also available in the public parking area behind the building on the other side of the concrete barriers. Other surface parking lots are on Smallman Street and 15th Street.

XII. Care and Maintenance of Equipment

Vendors are responsible for all repairs and maintenance of personal property within their Market stands and should keep all such property in good condition.

Vendors need to promptly report to Market management all repair and maintenance problems in their premises or with the refrigeration equipment or other leasehold improvements in their stands

Except for warranty repairs and repairs resulting from ordinary wear and tear, vendors must at their own expense care for, repair, maintain, and if necessary, replace all of Public Market equipment and leasehold improvements within their Market stands.

Vendors must maintain the equipment and facilities within their stands in good condition and Immediately make any repairs for which the vendor is responsible upon written notice from Market management.

Subject to ordinary wear and tear, vendors must return the premises and equipment in their stands to Market management in good condition at the conclusion of their occupancy.

XIII. Operation of Public Market Facilities

Only Market management may operate Market facilities including, but not limited to, Public Market Doors, locks, general lighting, heat, air conditioning, water heating systems, exterior lighting, and audio systems.

XIV. Courteous Family Environment

Vendors are obligated to assist Market management with providing a safe, family environment at the Public Market. Vendors and their employees are expected to be courteous to customers, and to dress, speak, and behave in a manner suited to a clean family environment.

Violence and threats of violence are prohibited. Public criticism of other vendors or their products that can be heard by customers is prohibited. Profane or offensive language unsuited to a family environment is prohibited.

XV. Penalties for Rules Violations

Vendors will be informed in writing of any violations of the Public Market's Rules of Operation. The written notice of violation will indicate the period of time in which the violation must be remedied. Some violations, such as parking, product mislabeling, or health and safety violations, will need immediate correction.

Repeat or uncorrected violations of the Public Market's Rules of Operation will result in the assessment of additional rent, which shall be due from the violator prior to opening on the next operating day for that vendor.

Violations will be considered repeat violations each time they occur within a 90-day period following issuance of a written notice of violation.

Additional rent due resulting from repeat or uncorrected violations of the Market's Rules of Operation will be assessed at \$50.00 per day per violation.

Market management may suspend a vendor's business within the Market for one or more days, at Market management's discretion, for the following reasons.

- chronic repeat violations of the Rules of Operation
- failure to correct violations of the Rules of Operation following written notice
- failure to pay assessments of additional rent due resulting from rules violations
- violations of health, safety, sanitation, or honest trade rules

Appeal

Merchants may appeal notices of rules violations, and or management's interpretation or enforcement of the Market's Rules of Operation, to the Market Council.

Merchants must correct violations and abide by Market management's enforcement of the Rules of Operation until the Market Council reaches a decision regarding any appeal.

Decisions of the Market Council are final.