



OP-2006-03-02

## ROSSI'S POP UP MARKETPLACE VENDOR INFORMATION

### “GENERAL REGULATIONS”

(Revision 2 – 7 March 2009)

The following information is provided for use by all Indoor, Outdoor & Food vendors. Additional specific information for each vendor category (Indoor, Outdoor & Food) is provided separately as supplements to the “General Regulations”. Each vendor will be held responsible for adhering to their respective regulations.

#### ***HOURS OF OPERATION***

- Actual operating hours will be posted. These hours may vary by season<sup>(1)</sup>.
- Set-Up and Operating day(s)/time(s) are identified within the Rossi's Pop-Up Marketplace” Rates and Times Schedule”<sup>(1)</sup>.
- All vendors must vacate their area within fifteen minutes of the marketplace closing to permit arming of the building alarm system.

#### ***VENDOR RENT PAYMENT:***

- Vendor agrees to pay the full amount of rent due PRIOR to 2:00PM on the first
- Sunday of the month. The vendor agrees to pay a \$25.00 late fee for each week during the month, beyond the first Sunday of the month, when the rent remains unpaid in full.

#### ***VENDOR RESPONSIBILITIES:***

- a. Vendor agrees to sell only new merchandise unless otherwise stated within this agreement.
- b. Vendor agrees to sell only merchandise which is stated within the attached “List of Products & Services Form” (FM-2006-06-10).
- c. Vendor agrees not to sell food or beverages except as specifically noted within this agreement.
- d. Vendor agrees to furnish their own tables/chairs. Tables are to be covered with clean and neat material with appropriate skirting extending to the floor.
- e. Vendor agrees to store all empty boxes, containers, etc. out of sight (under tables) and not in another Vendor's space.
- f. Vendor agrees to share electrical outlets as necessary with adjacent vendors.
- g. Vendor agrees to a limit of two people to a single space.
- h. Vendor agrees to maintain a neat and clean space in addition to their personal appearance during the operation of business.
- i. Vendor agrees not to play any audio devices that could compete with the Rossi's music/announcement system.

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- j. Vendor agrees to handle all customers with courtesy and resolve customer complaints in a respectful manner.
- k. Vendor agrees to be responsible for all applicable Federal, State and Local taxes.
- l. Vendor agrees to be responsible for their merchandise and has insurance (as necessary) to protect their goods, services and liabilities and further agrees to hold “Rossi’s” harmless for loss of merchandise and/or service to their customers.
- m. Vendors must keep all items within the allotted retail space rented. No items are to be placed outside of the space, on the floors or in the common hallway areas.
- n. Vendor agrees not to sublet any part of their rental space to another vendor.
- o. Vendors operating both indoor AND outdoor spaces simultaneously **MUST** always have both spaces open for business without exception.

### ***VENDOR PERMIT***

- The township of North Versailles requires that every indoor vendor within the township purchase and display a “Vendor Permit”. The current fee is \$75 for one year starting in January and ending in December.
- Vendor **MUST** have a current NV TOWNSHIP VENDOR PERMIT displayed no later than the first weekend in February of the current year. Vendors not complying may result in an additional fine from Rossi’s.
- It is the responsibility of the Vendor to pay this fee. Non-payment will result in action taken by the township of North Versailles, Pa.

### ***TRASH***

- Each Vendor is responsible for the removal of their personal trash from their area.
- Dumpsters are available and are located at the outdoor rear (North-East) of the building. These dumpsters are for incidental trash **ONLY**. Do not throw away pallets full of cardboard, tires, large furniture, etc.
- All boxes **must** be broken down.

### ***FOOD SALES***

- **NO PREPARED FOOD SALES ARE PERMITTED WITHOUT A ROSSI’S FOOD VENDOR AGREEMENT.**
- Commercially packaged foods sold for **off-site** consumption are exempt.
- Commercially packaged foods sold for consumption **on-site** are not permitted without a valid “Rossi’s Food Vendor Agreement”.
- No cold beverages are to be sold without a valid “Rossi’s Food Vendor Agreement”.

### ***IN HOUSE ADVERTISING***

- See a Guest Relations Associate or our Disc Jockey at the “Guest Relations and Information” counter for information and rates.

### ***MUSIC***

- Rossi’s Marketplace provides in house music, advertising and safety announcements.
- No personal music is permitted during operational hours as this is a distraction and an annoyance to the customers that visit Rossi’s.

### ***SMOKING POLICY***

- Rossi’s Pop Up Marketplace is a **NON SMOKING** facility everywhere inside of the building. **SMOKING IS ABSOLUTLEY PROHIBITED.**
- Violators of this requirement will be warned on the first occasion, the second offense will result in a \$25 fine imposed by Rossi’s.

- The third offense will be grounds for expulsion of the offending vendor.

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

- Used Mattresses
- Weapons including but not limited to: Firearms, Handguns & Ammunition.
- Fireworks
- Pornographic materials
- Sale of animals or pets of any kind
- 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
- No food or drink sales without approval by Rossi's Management
- No bulk sale of carpeting or carpet remnants is permitted without written approval from the "Vendor Relations Manager".

### ***SECURITY***

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

### ***CONDUCT***

- Profanity, abusive language, boisterous behavior 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 front 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.
- Charity and/or non-profit solicitation is not permitted unless authorized by Rossi's Management.
- No electrical appliances including, but not limited to coffee pots, microwave ovens, radios, televisions and/or space heaters are allowed without specific approval from Rossi's.

### ***SIGNAGE***

- All signage used for advertising, name display or any other informational use must be produced in a professional manner.
- Hand written signs are not permitted.
- Signage guidelines are available at the “Vendors Service” counter.

### ***SAFETY***

- Fire extinguishers are located throughout the building near exit doors and the “Information Booth”
- Vendors must keep their area free of debris and trip hazards.
- Areas directly accessible by patrons should be adequately lighted.
- Non accessible or restricted areas to be clearly marked using OSHA standards
- Vendors are required to know the whereabouts of their children at all times.
- For obvious reasons, Rossi’s prohibits anyone from running, roller-blading, skate boarding, bicycling, wearing of heeies or any other activity that could cause injury to themselves or others.

### ***RESTROOMS***

- Restrooms are available in the center of Atrium located directly adjacent to the “Guest Relations and Information” booth.
- Vendors are encouraged to notify any Rossi’s 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 adjacent to the “Guest Relations and Information” booth.
- The ATM is available to guests of Rossi’s as well as all vendors.

### ***ANIMALS***

- Rossi’s strictly prohibits animals of any kind on the premises.
- This includes pets as well as animals for sale. A “Seeing Eye Dog is the only exception while in the care of their certified owner.

### ***VENDOR PARKING***

- There is no customer or vendor parking permitted in the rear of the facility except as identified within the Outdoor “Vendor 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 not take up the first ten rows** of parking spaces or Handicapped Spaces (unless absolutely necessary) in the front parking lot as a courtesy to **your** customers.


 Date: 03 / 07 / 09  
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 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.*