

Merchant Rules and Info for Armistice

Merchant Selling Dates

Saturday, July 31 2021 – Saturday, August 7, 2021

All merchants must be in full operation by **Saturday July 31, 2021**. Last day of sales is **Saturday, Aug. 7, 2021** and all sales must cease by **5:00pm**.

Merchant Selling Hours

Minimum 8 hr. daily (sunrise to 11:00p)

During the evening of Midnight Madness (**Wednesday, August 4, 2021**) shops may be open until 1 am., Thurs. Aug. 5, 2021

Some terms used on the merchant application form require further definition. Please read the following.

Primary Merchant Applicant of a Shared Space

A primary merchant of a shared space **must apply and pay** for the merchant space. If your shared space merchants wish to help pay for the space, they must make private arrangements with you. A primary merchant is **responsible for the conduct and appearance of those sharing or working in the space.**

Secondary Merchant Applicant of a Shared Space

A Secondary Merchant of a shared space is **not permitted** to request merchant space. This is the responsibility of the Primary Merchant applicant. The Secondary Merchant **must complete** an application **and pay the merchant application fee** and other fees when applicable. (For example: advertising, extra listings in the booklet and electricity when necessary)

Consignment Merchandise

All registered merchant businesses (shared or primary) are responsible for collecting and reporting all sales taxes on consignment goods sold through their business.

Each merchant business is responsible for the merchandise, conduct and appearance of those persons assisting in the merchant space.

Business signs or other forms of advertisement are not permitted for consignment merchandise.

Any one dropping off consigned goods at a merchant space must follow the parking, set-up and departure rules for all merchants.

General Liability Insurance

All merchants must provide a Certificate of Insurance for their businesses.

Insurance requirements include:

General Aggregate \$2,000,000.00

Each occurrence limit \$1,000,000.00

Additional Endorsement naming:

COOPER LAKE FARMS INC
205 CURRIE RD
SLIPPERY ROCK PA 16057

(The endorsement must be written exactly as shown above)

Merchants may not set-up their booths without a current and valid Insurance Certificate.

Tax Information

All Merchant Businesses **must** have **current Pennsylvania Department of Revenue** Permanent or Temporary Transient Vendors **Tax License** to sell at Armistice **you must apply directly with the Commonwealth of Pennsylvania Department of Revenue: www.pa100.state.pa.us** You are **required to show proof of a PA tax license** when you check-in at the merchant office or you may submit a copy of valid and current PA tax license prior to war. **Merchants may not set-up their booths without a current and valid PA tax License.** It is not necessary for you to display the tax license in your booth.

Photographs

If you are changing your pavilion or are changing or adding to your merchandise please submit photographs or color copies of photographs with the application.

Advertising

All merchants will receive the following within the Armistice Merchant booklet (This booklet is a pdf file with a QR code given to attendees at the gate.)

1. Business Name and address listed alphabetically
2. 1 free merchandise listing in the Shopping Guide
3. Space number and Business Name listed by space number

NOTE: The address and email will be given out in the event of a customer complaint.

ON-SITE ADVERTISEMENTS

PLEASE NOTE: Merchants are not permitted to place business flyers or advertisements on porta-johns or public notice boards anywhere in campground.

Space Assignments

The goal of the merchant office is to have a consistent layout of the merchant area. However, your confirmation to sell at Armistice is not a guarantee of a particular space. Merchant space is not transferable and use is limited to the persons listed on the application. Requests for relocation should be placed in the General Information of the application. Also, please mark and send merchant map showing 3 location preferences. (The downloadable pdf file is located in your merchant account.)

Space Upgrades

Shared merchants wishing to upgrade to their own space must include in the submitted merchant packet photographs and information about their business.

Merchant Set-up:

When you arrive at Armistice, you will first go through Troll. Afterwards, please check-in at the Merchant Office. A registered Pennsic Merchant must have a current and valid **Certificate of Insurance** and a current and valid **PA Sales Tax License** . If you have not already submitted your

paperwork, please have it available for review. Once you have checked in and have met these requirements, you will receive a merchant pass to set-up your booth.

Early Merchant-Set-up on Thursday July 29, 2021

Merchants may begin setting up as early as Thursday, July 29, 2021.

However, those wishing to set-up their merchant booths on Thursday, must be aware of the following vehicle and camping restrictions:

During the time period from Thursday July 29, 2021 to Friday 8:00 am. July 30, 2021:

- 1. Vehicles must remain at your merchant booth until the parking lots are open. Please do not drive outside of the Merchant area unless you are involved in land negotiations for your camping group and have an approved pass from Land.**
- 2. Camping is restricted to your merchant booth Thursday night, unless your camping block has been approved.**

During this time period, the Armistice Staff has limited vehicle and camping access to those with pre-approved land blocks. As merchants, you have also been given special access. Please honor this privilege by following these rules and restrictions.

For additional information about early arrival, please read: Toll first day doc.pdf which is located in the Forms page of your merchant account.

Merchant Set – Up after Thursday July 29, 2021 Office hours are 9:00am – 5:00 pm daily.

If you arrive after hours between 5:00pm –10:00 pm, merchant check-in is still available. Please call 724 368 9605 for further instructions.

Ropes: No ropes are permitted to extend out into the roadways. Please mark ropes near pedestrian traffic with light colored flags. You are permitted to cross ropes with your neighbors if this is agreed upon by all concerned.

Tent Rentals:

If a merchant is not on-site when tent is being set-up, the merchant must make arrangements with the tent company and the Merchant Office to coordinate set-up times and location.

Business Identification

All registered merchants must have business signs that are visible to shoppers walking by. These signs can be carved / painted on wood, metal, etc., painted/sewn on fabric, etc.

No business sign is permitted to be displayed for Consignment Merchandise.

Vehicle Rules

All vehicles must be moved to the parking area upon unloading. Please unload as quickly as possible. **No vehicles** are **permitted** in the Marketplace from Saturday, **July 31, 2021** until **5:00pm** on **Saturday, August 7, 2021** **without special authorization.**

Water

No one may block access to the water spigots or leave hoses hooked up to the spigots. No washing or drinking is permitted at the spigots.

Electricity

Electricity must be pre-paid (See application for fee.) If you are not allocated a plug, you will receive a refund. If you are allocated a plug, you will receive a tag for your extension cord upon check-in at the Merchant Office on site.

Rules for Space Use

Selling tents are encouraged to be period in style. Metal poles should be covered or painted black. All modern living tents must be hidden from sight. All modern looking items should be covered.

Fire Policy

No open fires are permitted in the Merchant area. (Charcoal cooking in metal containers (i.e. hibachis, etc.) are not considered open flame. Please be familiar with fire safety instructions outlined in the Pennsic Program (on-site booklet).

Safety requirements for Wood Objects: Wooden candle holders, lanterns etc., must have some type of metal set between the candle and the wood.

Garb

All merchants must conform to an acceptable standards of dress.

Music

Music inappropriate to time period is banned.

Midnight Madness

All merchants are encouraged to participate in Midnight Madness (**Aug. 4, 2021**) during the hours of 8 pm – 11pm. Participation in Midnight Madness will enhance the experience for everyone.

Merchandise

NOTE: Please maintain an acceptable level of inventory.

RESTRICTED MERCHANDISE

Food and Beverages of any kind. (A separate application for food and/or beverage vendors must be requested through the Merchant Office.)

ACCEPTABLE MERCHANDISE

Merchandise must be within the time period. The Merchant Staff reserves the right to demand removal of non-acceptable merchandise.

MERCHANDISE DISPLAY

Please make an effort to use your selling space wisely. Display merchandise in a vertical fashion when possible. (i.e. Shelves are better than tables.)

Note : T-shirts displayed & folded are preferable to t-shirts hung on racks.

Please keep the following product stock out of view with only a few pieces of merchandise on display:
plastic coated slogan buttons and bumper stickers, music tapes, CD's computer software, etc.

UNACCEPTABLE MERCHANDISE

BODY PIERCING, FANGS, TATTOOS, CHIROPRACTICS, MASSAGE THERAPY, CHILDREN'S WOODEN SWORDS/DAGGERS , UNREGISTERED STROLLING MERCHANTS

Please contact merchant office about regs/rules. Only registered merchants are permitted to have strolling (wandering) merchants selling their wares.

Customer Orders

Only a registered merchant at Armistice is permitted to take customer orders for future purchases after the event (Armistice).

On-site Bank (located inside Penn Market)

Banking is limited to exchanging, cashing travelers checks and Canadian currency exchange.
No personal or business checks cashed.

Deliveries

UPS, FEDEX, USPS, DHL overnight express shipments can be made at the Merchant's own risk, directly to Cooper's Lake and will be kept in a locked trailer for pick-up. Our trailer is not available for storage.

MOTOR FREIGHT - No deliveries by semi-trucks / freighters are permitted at Coopers Lake. You must make arrangements to meet them elsewhere.

Perishable items will not be accepted by the Merchant Office. Pennsic attendees must make other arrangements to meet their delivery outside of Pennsic.

No deliveries will be accepted prior to **Monday, Aug 2, 2021.**

No incoming COD's will be accepted unless the Merchant is present at delivery, or, unless a check for the proper amount (made out to the company from which the goods are shipped) is left with the assistant in charge of receiving. We are not in any way responsible for items delivered to Armistice. You ship at your own risk.

Photo ID is required for parcel pick-up.

Shipping address is:

Merchant Business Name
Cooper's Lake
205 Currie Rd
Slippery Rock, PA 16057

There is no available on-site pick-up for outgoing shipments at the end of Armistice.
You will need to make your own arrangements.

MERCHANT OFFICE POLICY REGARDING VIOLATION OF RULES:

All merchants sign a merchant contract agreeing to abide by all of the rules established by Cooper's Lake, the Commonwealth of PA, and staff at **Armistice**.

Failure to follow the rules may result in an eviction and/or denial of future merchant applications. When an infraction or violation occurs, the merchant receives a written notice.

Records of infractions and violations are kept on file. These files are confidential. Each merchant may review their file upon request.

Infractions and **violations** hold differing degrees of response.

Infractions: Merchant receives a written notice. A copy is placed in merchant's file. A series of infractions holds the same degree of severity as a violation.

Some examples of infractions:

Business signs are not displayed.

Tent ropes or merchandise are not behind the street line without special permission.

A disregard of vehicle rules

Violations: Merchant receives a written notice. A copy is placed in merchant's file. One violation may be grounds for eviction and / or denial of application for future events at Coopers Lake.

Some examples of violations:

Selling outside of the marketplace.

Selling without a current and valid PA tax license.

Selling without a current and valid certificate of Insurance

Violation of Cooper's Lake Rules, or Commonwealth of Pennsylvania laws.

Please review the rules thoroughly. All merchants are encouraged to consult with the merchant staff when a clarification of the rules is needed.

REFUND POLICY

MERCHANT SPACE FEE REFUNDS

Cancellations **on or before July 1, 2021** - Full Refund of merchant space fee.

Cancellations **after July 1, 2021** - Full Refund of merchant space fee provided that the Merchant Office is able to fill the vacancy.

The following are non-refundable:

Merchant Application fee, business ads and extra listings (if placed in Merchant Booklet)