

Greetings Pennsic Merchants!

Merchant On-line registration is now in operation.

If you would like to merchant at *Pennsic LIII* and wish to apply on-line, please go to the following web link: [www.cooperslake.com/merchant/register/login.php](http://www.cooperslake.com/merchant/register/login.php)

For those of you who would prefer a paper application, please contact the Merchant Office.  
Email: merchantoffice@cooperslake.com Phone 724 368 9605

### **How to navigate your Merchant Online Account:**

Please take a moment to familiarize yourself with the Account page. On this page, you can start your application, review information for publication, review form status, update worker and consignment lists and review transactions.

When you click on the “Start Application” button, you will see the Profile page. In addition to this section, please complete the Space, Publication and Miscellaneous pages. Once completed, click on the “Save and Verify” buttons in your application. When you are ready to submit the application, click on the “submit” button. The status of your application will be displayed in your account.

Besides the Account page, there are 2 additional pages, **Forms and Profile**.

**Forms** page: You will find the PDF files needed for downloads and print-outs, such as the Merchant Checklist, Grid, Rules and Regulations form, etc.

**Profile** page: You can change your contact information, change your password and manage your credit cards here.

### **Step 1. Apply and submit online or paper application.**

Once you have completed and saved your application, you must verify and submit the application for approval. You will receive an email notification when your application is approved. The next time that you log into your account, you will see a highlighted button prompting you to pay.

### **Step 2: Pay merchant fees**

**Step 3. Mail or E-mail these 2 important forms** (Please do not delay, as I need this information to lay-out the Marketplace)

- Complete and sign the Merchant checklist pdf (merchant contract)
- Complete Merchant Space Grid pdf

Mail/email forms to: Merchant Office 111 Currie Rd, Slippery Rock, PA 16057

[merchantoffice@cooperslake.com](mailto:merchantoffice@cooperslake.com)

As always, please contact me with your questions or concerns. ph 724 368 9605

All merchants are listed within the Pennsic Merchant booklet by address and space location. Each business receives 1 free listing in the Shopping Guide. In addition, merchants may purchase ad space for business ads within the booklet. Ads may be in Color or Black & White.

**Waitlists:** Some merchants (first year merchants, upgrade requests and merchants located in spaces that may be re-designed) may be placed on a Waitlist before receiving an approval to pay. Your Waitlist status may take some time to clear. Once cleared, you will then be asked to complete your reservation and pay merchant fees.

**New Merchant Requests** that have been approved by the Merchant Office, will receive the link to create a merchant account. Once your account is validated by the merchant office, you will receive an email notification to access your merchant account.

**Pennsic begins Friday, July 24, 2026 and ends Sunday, August 9, 2026.**

**Merchant Selling Dates** Monday, July 27, 2026 - Friday, August 7, 2026

All merchants must be in full operation by Saturday, Aug 1, 2026

Last day of sales is Friday, August 7, 2026, and all sales must cease by 5:00pm.

Please review the Rules & Regulations Sheet. Most questions can be answered here. (These downloadable PDF files are located in your merchant account.)

For additional information about Pennsic, go to: [www.pennsicwar.org](http://www.pennsicwar.org)

Thank you.

Sincerely,

Cindy Cooper – Pennsic Merchant Coordinator

Merchant Office – Coopers Lake 111 Currie Rd. Slippery Rock, PA 16057

Ph. 724 368 9605 Email: [merchantoffice@cooperslake.com](mailto:merchantoffice@cooperslake.com)