

Holiday Market at the Market House

2022 Vendor Information

The Meadville Market House will host our second ever Holiday Market on Saturday, December 10th! We held this event once in 2018, and are bringing it back this year!

The market may include craft vendors, prepared food vendors, as well as retailers. We will not be accepting political or business promotional “tabling” at this market; we may consider local nonprofits that are aligned with our mission.

Date: Saturday, December 10, 2022

Market Time: 5:00-9:00pm

Location: Market House “porch/patio”, all around the outside of the Market House. We may close down the “Market Plaza” on the south side of the building if we need extra space. Note that we will try to secure heat lamps if needed, but the event will be outdoors. Please dress and plan accordingly.

Set-up start time: 3:00pm at the earliest, unless you discuss additional set-up time with market manager.

Vendors must be finished setting up by 4:30pm.

Logistics: Please pull your car into the Market House parking lot, from Market Street. A volunteer will greet you and guide you to your reserved booth space.

Tear-down time: Not before 9:00pm

Booth information:

- We are offering two types of booth spaces:
 - Under the Market House roof/awning: measuring no less than 4.5ft deep x10ft wide. DO NOT bring a tent if you receive a spot under the Market House roof.
 - A 10x10' pop-up tent space (vendors responsible for bringing their own tent and weights to secure the tent).
- An electrical outlet may be available to each vendor. Please specify if you require an outlet, and plan accordingly for extension cords- none will be provided.
- We cannot provide you with chairs and tables, so please bring your own.
- Booth fee for both sizes is:
 - \$20 if received on or before November 30
 - \$25 if paid Dec. 1-9
 - \$30 day of (Dec. 10)

You may mail a check made out to “Meadville Market House” at 910 Market Street, Meadville, PA 16635.

Checks, cash, or credit cards may be used in our store during regular store hours (see central register); credit card can also be taken over the phone.

Questions?

Please contact Kerstin Ams at 302-464-9923 or events@meadvillemarkethouse.org

Other notes:

- All vendors will be responsible for making and collecting their own sales, and for collecting/reporting tax on their sales and for any vendor licenses that may be needed.
- Vendors selling food items (packaged and/or served) need to contact the Department of Agriculture Food Sanitarium at 814-332-6890 or visit www.eatsafepa.com to determine new permit/inspection requirements. Vendors are responsible for whatever permits they may need.
- Vendors must accompany their own booth. Volunteers will be available for temporary booth sitting for solo vendors.
- All vendors will be responsible for any bags and packaging needed.
- All vendors/exhibitors will be responsible for their own display and all equipment needed i.e. tables, shelves, canopy, weights, extension cords if using electric, etc.
- Restroom is available inside the Market House

Parking:

Please finish unloading your materials by 4:00pm and park on the upper levels of the Market Street parking garage, or in the Downtown Mall/Tops parking lot. DO NOT park in the spaces surrounding the Market House.

Questions?

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