



## Light Up Night 2024 Vendor Fact Sheet

**Date: November 23, 2024**

**HOURS: 4:00pm - 10:00pm**

**Location: Riverfront Park at Ft. Duquesne Blvd,  
Roberto Clemente Bridge & Stanwix St. & Penn Ave.**



<b>Vendor Classification &amp; Pricing:</b> <i>All Vendors will be classified in one of the following categories at the sole discretion of PDP, based on product list. Vendors may not offer more than two (2) items outside of their category.</i>	<b>10x10' tent</b>	<b>10x20' tent</b>
<b>MERCHANDISE:</b> Non-food items locally made including apparel, jewelry, pottery, glassworks, etc.	\$400	\$800
<b>FOOD/ SNACK FOODS:</b> Ready-to-eat meals and/or hot foods prepared onsite. Snacks & sweets, misc. food products prepared locally offsite. <b>Prepared Food/Alcohol Brand Vendors ONLY:</b> Can sell up to 3 cocktails or wine selections for an additional cocktail fee of \$500.	\$500	\$1,000
<b>FOOD TRUCK AND FESTIVAL TRAILER PRICING</b>	<b>Under 20'</b>	<b>Over 20'</b>
<b>FOOD TRUCKS:</b> Food trucks are responsible for providing their own generators and power. Food Trucks exceeding 20 feet in length will be priced by size.	\$600	TBD
<b>TRAILERS/FESTIVAL KITCHEN:</b> Trailer prices vary based on size, beginning at \$600. Festival Kitchen pricing begins at \$1,000, and varies based on size and capabilities. Provide dimensions below to receive a quote.	TBD	TBD

### VENDOR PARTICIPATION

Vendor participation and approval is at the sole discretion of the PDP. At any time, approval may be withdrawn and further participation denied without recourse.

### Application & Fees:

- **Application fee:** An application fee of \$1.00 is required and must be paid by credit card upon submission of application. Credit card information will be securely stored on file and billed for any outstanding charges.
- **Vendor Fee: upon acceptance, Vendors will be notified of the date when the full vendor fee and any additional charges will be charged to the credit card on file.**
- **Vendor Fees are nonrefundable.** Once vendors are accepted and credit card is charged, Vendor fees are non-refundable. Vendor acknowledges that Light Up Night is an outdoor event and understands that no refunds will be issued based on weather conditions. PDP provides no guarantee of results of event to Vendor.

### Certificate of Insurance:

- Accepted Vendors must provide a Certificate of Insurance with a minimum of \$1,000,000 general liability coverage naming the Pittsburgh Downtown Partnership, City of Pittsburgh, and Flyspace Productions, and other required parties as additionally insured by **November 1, 2024**.
- Vendors will not be permitted to set up without receipt of Certificate of Insurance.
- Alcohol Vendors must also provide Certificate of Insurance with Liquor Liability, a valid Liquor License, and Off-Premise Catering License to PDP by November 1, 2024.

[\*\*CLICK HERE TO APPLY\*\*](#)

For questions, please contact Anna Wolf: [awolf@downtownpittsburgh.com](mailto:awolf@downtownpittsburgh.com)

\*A limited number of Exhibitor and Sponsor opportunities are available for organizations interested in marketing/promotional activities. For Exhibitor/Sponsor details and pricing, contact Russell Howard, VP of Major Events and Development: [rhoward@downtownpittsburgh.com](mailto:rhoward@downtownpittsburgh.com) | 412.325.0153