



WHO WE ARE

*A little market
on a mission...*

The Scranton Public Market is a unique community of small, locally-owned shops in downtown Scranton. As part of the Marketplace at Steamtown's diverse multi-use facility, this little market plays a big role. Catering to the thousands of daily workers and visitors with unique food, artisan goods, and weekend entertainment.

Our mission is to foster an environment of opportunity. A space where creativity and community can thrive in the heart of our city. Whether you are starting fresh, looking to expand, or testing the waters, you'll find a home here.

GETTING STARTED

Joining our dynamic facility means being at the center of downtown life. A hub of daily activity surrounds us as commuters pass by on their way to work, play, and life in general. With medical, lifestyle, and entertainment services all within our walls; it's a crossroads of convenience and opportunity.

But before you take your opportunity, there are a few important steps you must take. Our #shopsmallsteamtown community welcomes many first-time entrepreneurs, so here is a helpful checklist for those just getting started.

Vendor Checklist

- ☐ Register as a legal business and obtain an EIN number *
- ☐ Obtain a single tax number from the Single Tax Office (located in the Globe building)
- ☐ Obtain a City Permit and Occupancy Permit

* If you are a sole proprietor without employees, your social security number can be used in place of an EIN.

A row of food jars and a bowl of stirrers on a metal table. The jars contain various food items, including what appears to be pickled vegetables and a dark sauce. The bowl is teal and contains several clear plastic stirrers. The background is blurred, showing more jars and a person's arm.

FOOD VENDORS

If selling edible goods, you'll need to check off a few extra steps...

Prepared Off-Site

For food prepared off-site, the city will require documentation stating your kitchen facility has been inspected by the PA Dept. of Agriculture or local equivalent.

Prepared On-Site

For food prepared on-site, the city will require a Food Safety Certification, and once established, your on-site kitchen will require inspection by the city prior to operation.

Resources can be found through your local health department or at agriculture.pa.gov

PLANNING AHEAD

Plan ahead! Setting yourself up for success is the most important step for any new business owner.

Research your industry and know how to reach your target audience. These days online marketing is the key to success, and social media is a FREE and powerful tool for those who know how to wield it.

Know your numbers, calculating and estimating potential profits and costs will gain you valuable insight into how much “seed money” you’ll need. Remember, most businesses do not become immediately profitable so give yourself a running start!

Some of the best advice comes from experience. So, don’t be afraid to ask around and try your ideas out on those who know the ropes. Most like-minded entrepreneurs are more than happy to share their successes (and failures).

Free resources can be found at **scrantonsbdc.com**

Phone: **(570) 941-7588**

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