2025 PFX Buyers Guide

First year Buyers Pass: \$50.00 Repeat year Buyers Pass: \$25.00

A buyers pass is NOT required to shop your first market!

The Pittsburgh Flower Exchange is a wholesale market of local flowers supplied by 15 Pittsburgh-area flower farmers. We range in size from backyard growers to multi-acre growing operations.

Our 2024 Growers:

Brynhill Flower Farm Bloomview Farm Catchfly Gardens Cutting Root Farm & Apothecary Edgeline Gardens Good Dog Farm Gray Gardens Pete's Petals Pond Hill Farm Pyrrhic Victory Garden Rootspring Farm Shelly Girl Farm & Studio Sol Patch Garden Two Little Blooms Garden

Our number one goal is to meet the needs of local florists to increase the overall percentage of flowers and foliage being sourced locally.

This guide is meant to help you understand how our unique market works, but it is not an all inclusive manual. If you have any additional questions on how the market works at any time, please reach out to our Collective Manager, Mary (Peterson) Mueller. She can be reached via email at <u>mary@</u>pittsburghflowerexchange.com

About our Pre-Ordering Window

Our pre-ordering window is from **Thursday at 11 AM to Monday at 5 PM**.

An email will be sent via Rooted Farmers at 11 AM on Thursdays to signal the opening of our pre-order window. Our goal is to have most of our availability uploaded by this time.

A second reminder will be sent via Rooted Farmers at 9 AM on Mondays to remind you that you have until 5 PM that evening to preorder and to let you know if any additional flowers have been added to our inventory over the weekend.

Generally speaking, most flowers posted are available for the following Wednesday; however, some farms will list flowers several weeks in advance. Please pay close attention to the dates you are choosing for each variety selected. *

Ordering is closed from Monday at 5 PM until we open again on Thursday at 11 AM, even for advanced ordering. This gives our farmers time to reset and reevaluate inventory.

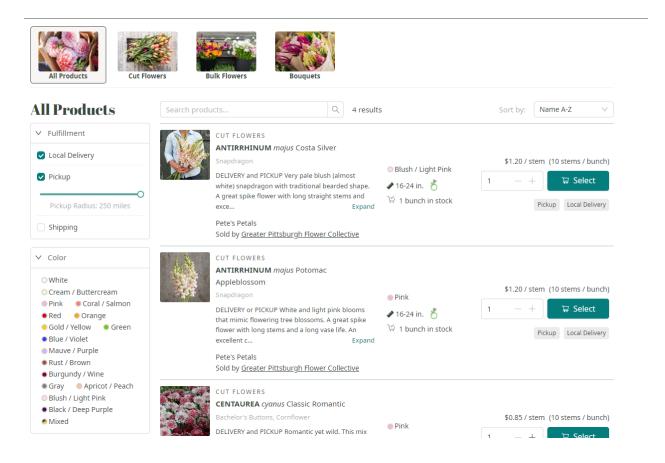
*NEW for 2025! If you have an event far in advance and you know what you will need for it. Please feel free to submit a special request to PFX so we can have this on our radar and potentially reserve these items for you before they would be listed for our general pre-order. Requests can be made via the Google Form on the Wholesale page of our website: pittsburghflowerexchange.com.

How to Order

Rooted is much like any other ecommerce site. You are able to browse our weekly catalog during our pre-ordering window and place an order for pickup at the market. When shopping, you simply add the items you want to your cart and then check out. The items in your cart are reserved for 1 hour. You will not be charged until you pick up your items at the market.

Please take note of our product descriptions. They can contain pertinent information on conditioning and usage which may be useful to you.

All listings are categorized by color and list price, bunch size, and height range. Bloom size and vase life may be listed as well. If you are looking for florals within a certain color palette, you can make use of the color sorting feature on the left hand side of the ordering window.



Colors are highly subjective and sometimes difficult to classify. What is Coral/Salmon to one grower may be Pink to another. Please keep this in mind when using the filters.

When shopping from the collective, please use the "Select" button with the cart icon and refrain from using the "direct to farm" option when you see it. Additionally, please bear in mind that there may be other local farms using Rooted Farmers that are not part of PFX. We encourage you to support local farmers regardless of their affiliation with PFX; however, we just want to make it clear that unless a product says "Sold by Greater Pittsburgh Flower Collective," it will not be part of your order that you either pickup from our market or have delivered.

When selecting your items, if you are within our delivery radius, you will need to select whether or not you would like to pick up or have your order delivered.

If you choose a flower that says "PICKUP ONLY" in the description, you will not be able to have any portion of your order delivered.

Items will be reserved in your cart for 1 hour. This is what our cart page looks like:

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Add a note to Greater Pittsburgh Flower Collectiv (optional)	/e Subtotal Handling Delivery	Fee (5.0%)		\$12.00 \$0.60 \$10.00	
	Total		:	\$22.60	

If you have selected delivery, please verify the delivery address in the pink bar. <u>Delivery fees are subject to change throughout the season depending on</u> <u>staffing and gas prices. If you need delivery for an order under \$200, you</u> <u>must request so by emailing Mary. Orders that do not meet the minimum</u> <u>will be subject to a surcharge.</u>

If everything looks good, you will select "Place Order." **You will not be** charged at this time.

Once your pre-order is placed, the collective and farms on your order will be notified, and your order will be stored in your "Orders" tab on Rooted Farmers.

Orders / Order 1000281

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From now until you receive your order, you may edit your payment using the "Change Payment" button, and you may also contact the collective by selecting the pink chat icon. You can use this chat to ask questions or make changes to your order.

You may make multiple orders during the pre-ordering window. If you are opting for delivery, please only choose delivery on one of your orders so you are not charged twice for delivery. If one of your orders is marked for delivery, we will assume all successive orders are also meant to be delivered as well.

At Our Markets

Our markets are open weekly from April until we are out of fresh flowers in the fall. The market serves as an exchange point for you to pick up orders, but also as a physical flower market with bunches to be browsed and purchased the day of.

New in 2025! Floor Availability Sheets

Floor availability sheets will be emailed to Buyers Pass holders every Tuesday night no earlier than 7 PM. We will strive to make this list as detailed and inclusive as possible, but harvest day is hectic and occasionally things fall through the cracks.

Markets run from **9AM-11AM** and are located at:

Roots to Petals Studio & Shop 527 Allegheny Avenue Oakmont, PA 15139

If you have made a pre-order for pickup, it will be waiting for you at 9 AM. You may add items from the floor availability to your order before finalizing the order and heading out. If you are not satisfied with any portion of your order, it may be removed, and you will not be charged for those items.

All flowers at the market will be organized into buckets owned by PFX. It is the responsibility of the buyers to bring their own buckets. PFX provides fresh, clean water for you to use.

If you have not made a pre-order, please note our floor availability is first come, first serve starting at 9AM.

Pro tip! Add your company card to your Rooted Farmers account ahead of time for a speedier checkout. Just look under "Settings" then "Payment Methods."

<u>Delivery</u>

Delivery is currently only available for buyers within Allegheny County. We are hoping to be able to expand on this in the future. If you are outside of Allegheny County and would like to utilize delivery services, please let us know.

Any florist seeking to purchase with delivery must first fill out our delivery information form prior to ordering with delivery.

Our delivery order **minimum is \$200.00**. If you select delivery but fail to purchase \$200.00 worth of product, you will be contacted about how to proceed. Your order will either be made available for pickup and the delivery fee refunded or canceled if you cannot pickup.

Delivery fees will be based on your distance to our market. These fees will be subject to change throughout the season depending on staffing and gas prices.

You or a member of your team must be present at the delivery location at the time it is being delivered. We will do our best to give you as narrow of a delivery window as possible and provide updates along the delivery route when necessary. Our delivery drivers will NOT leave your order outside your location unattended and at risk of the elements.

If you are unable to meet our delivery driver for drop off, special arrangements may be made to provide a key for us to use. This must be communicated to PFX at least two days in advance. In this case, we ask that you leave a stack of buckets to exchange.

If no one is present to receive the order or previous arrangements have not been made, it will be returned to the collective and you will need to arrange a time for an exchange which may be outside of our market window and/or at a different location. If a delivery attempt was made, but you were not present, you will still be charged for the delivery fee.

Once your order arrives, you will verify your order as you would at pickup. Once everything has been checked and is good to go, our delivery driver will mark your order to be processed and you will be charged.

To speed up delivery transactions, you may keep your flowers in the buckets they arrive in especially for larger orders. If you keep our buckets, we ask that you, in exchange, provide our delivery driver with the same number of empty buckets in return.

New in 2025! Additional Pickup Location!

Starting this season, buyers will have the option to pick up at one of our member farms, Pete's Petals in Gibsonia, PA.

Address:

5925 Grubbs Rd.

Gibsonia, PA 15044

Unless otherwise requested, the pickup window at Pete's Petals will be from 1PM until 4PM. This service is free, but pickups outside of this window will include a \$10.00 charge.

Fulfillment Issues

Most of our flowers are field grown and not greenhouse grown like many imports. Being at the mercy of Mother Nature can result in crop failure or timing issues for fulfillment.

We experienced very few fulfillment issues during our first year, as we take the underpromise/overperformance motto pretty seriously when it comes to our pre-order availability.

If for any reason a farmer is coming up short with anything on your order, we will contact you about swapping that item with another. The replacement may be the exact same variety just from a different farmer within our group or we may need to offer a comparable replacement.

Order Receipts

Only upon checkout at our market, is when payments will be processed. Rooted will then send you an automated receipt. The total will include any and all pre-ordered items as well as items added from the floor; however, it does not include an itemized list of what was purchased.

An itemized receipt will ONLY be sent to your email upon request. This is done manually by the market manager/co managers and will appear as a second email in addition to the automatic receipt sent when payment is initially processed.

You can always access your past orders within your Rooted Farmers account.

Rejecting Pre-Ordered Product

Upon picking up your pre order, should you notice any of your products damaged, not as advertised online, or you are not satisfied with the quality of the product, please let us know. We will give you different options on how to proceed which may include substituting or a refund. For NO other reason may you request to substitute or "put back" out any of your pre-ordered items.

Credit Card on File (FASTER CHECKOUT):

When you pre-order from the market, your credit card is saved on your order making for a speedy checkout. BUT, if you are shopping exclusively from the floor, you will need to provide payment information to a check out assistance before you can depart from the market. This can take some time depending on how busy the market is. To bypass this, you may add a credit card to your Rooted Farmers account, so that it is ready to go at the time of check out. This feature is under **'Settings'** then **'Payment Methods.'**

It is important that you enable the Collective as a Trusted Seller, and then we can check you out without having your card present.

See screenshots below for instructions! This way, if you are shopping in a hurry you won't need to stick around to give us your card, AND you can send an employee or friend or partner or someone who doesn't carry your credit card to shop for you!

Shop	Orders	Sellers	Resources	Settings	
Public Pr	rofile	Pa	yment M	ethods	Add Payment Method
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By enabling this feature, you acknowledge that you are granting the below sellers permission to charge your card on orders. You may remove this permission at any time below, but it will not remove your card from any open orders.

Greater Pittsburgh Flower Collective

Trusted Sellers

*2024 Edit: Greater Pittsburgh Flower Collective should be changed to Pittsburgh Flower Exchange

Floor Availability:

All products available on the floor are first come first serve. So come early if you see something on our Instagram stories/posts that you want!

Local flowers are extremely dependent upon the weather which can make predicting availability difficult. Often growers do not bring everything they have listed as pre-order for the floor, and even more often growers will bring things they didn't even have listed for preorder! So, your best bet is to check out our Instagram @pittsburgh_flowers the day before/day of the market and get yourself down to our market hub in Oakmont as early as possible to pick out the flowers you need!

Additionally, when shopping the floor, please be kind and courteous to the other buyers shopping. **Please do not hold bunches of flowers out of water**

for long periods of time. Please do not handle bunches or sort through product roughly.

Order Cancellations:

Orders made in advance on Rooted Farmers may be canceled (NOT exceeding \$200 in value) up until Sunday at 3 PM. Orders placed after Sunday at 3 PM are considered FINAL (but you can always add on :D).