



LEXART ARTISAN OUTDOOR MARKET

MARKET THEME: LexArt will be hosting an outdoor artisan pop-up market in the coming months. The market will welcome vendors that are selling handmade arts/crafts made by individual artists and businesses. The event will be held in the parking lot once a month on a Saturday or Sunday from summer to fall.

Market Dates	Rain Dates	Application Deadline
June 9th, 2024	June 29th, 2024	May 17th, 2024
August 10th, 2024	August 17th, 2024	June 21st, 2024
September 14th, 2024	September 21st, 2024	July 19th, 2024
October 19th, 2024	October 26th, 2024	August 16th, 2024

APPLICATION FEE: \$100 for non-members and \$50 for LexArt members. If a vendor is accepted, LexArt will send you a **linked invoice or link to registration payment page** for payment of the market that they applied to attend. Full payment is due a week after the acceptance email is sent out.

- Non-Members can rent a 6-foot table and two chairs for \$10 (tables are limited and LexArt Members will have priority)
- LexArt Members will have free access to 6-foot tables and chairs (requests need to be made prior to the event).
- LexArt Members may sell as a group in one tent (maximum of 3 members). There will be payment of \$50 for tent space and lead member, plus \$25 for each additional member (up to 2 additional members).**
- For vendor not accepted into a date, there will be a waitlist for any cancellation and space opens. Individual vendors will be notified at least a week before the event date.

APPLICATION: There is a link on the LexArt website, or you can [click here](#). Before applying, please read the entire application and requirements listed below.

CANCELLATION POLICY: If you must cancel two weeks prior to the event, you will receive a refund minus a \$25 processing fee. Any time after this there will be **no refund** unless it is an emergency.

EVENT CANCELLATION DUE TO WEATHER: If the original date for the market is canceled due to weather, there will be a make-up rain date the following weekend or on another selected date (please review dates above). If the rain date is also canceled due to weather, vendors will receive a full refund.

CONTENT RESTRICTIONS: We reserve the right to ask vendors to remove any products, displays, or signs with overtly inappropriate or offensive content. This is entirely at our discretion. If you have any

questions or concerns, please contact the LexArt Office with the contact information on page 3.

ACCEPTANCE POLICY: The number of spots and available space in these markets are limited. Your business will be evaluated among several other vendors competing for a spot. The mix of applicants changes for every date, so your likelihood of acceptance may also change.

- Our goal is to provide a collection of high-quality arts and crafts that will keep our customers engaged, with a combination of new and returning vendors. The curation of vendors will be handled by LexArt.
- LexArt reserves the right to not discuss our reasoning why we chose certain vendors over others, either in writing or in person.
- We are under no obligation to accept any vendor, for any reason, at any time. This event is the sole intellectual property and vision of LexArt.
- Your acceptance for any specific market date is not transferable to any other date.

EVENT DETAILS & REQUIREMENTS

POP-UP MARKET SCHEDULE:

8 AM - 10 AM	Tent Setup (<i>Vendors must unload their vehicles first, then park, and come back to finish tent setup</i>)
10 AM - 4 PM	Open to Close for the Market (<i>No vendor cars in the main parking lot</i>)
4 PM - 5 PM	Vendors clean up (<i>No personal trash should be left onsite</i>)

INSURANCE: Commercial liability insurance is required for all market participants to sell at the event. **Commercial liability insurance is required by our insurance agency. Our agency requires that all LexArt outdoor vendors/artisans maintain a commercial general liability policy with a minimum of \$1 million per occurrence and a \$2 million aggregate limit. Additionally, the policy needs to list Lexington Arts and Craft Society Inc. dba LexArt, 130 Waltham St, Lexington, MA 02420 as an additional insured. A certificate of insurance needs to be sent well ahead of your first date, so we have adequate time to upload it to our insurance agent. ALL Vendors will need to provide proof of insurance at least two weeks prior to the pop-up event.**

Below are links to two insurance companies that offer one-day coverage:

<https://www.thimble.com/>

<https://www.actinsurance.com/>

MARKET DISPLAY REQUIREMENTS:

- 10x10 metal tent with white covers. **(All vendors must bring their own tent)**
- 30-40 lb minimum weights per tent leg **(Vendors without weights may be asked to leave)**
- All displays and items must fit under the allotted tent space.
- Tables must have some sort of cloth covering.

- There will be room behind the tent to store extra inventory and other items.
- No items can be lit or burning including: candles, incense, burners, etc.
- No personal radios or individual music playing.
- No electricity will be provided to individual vendors.

ITEMS FOR SALE: Items to be sold will fall under the category of hand-crafted pieces such as paintings, ceramics, woodworking, metals, fibers, photos, decorative, glass, drawings, digital art (not A.I.), etc or anything made from scratch. **No reselling of items that were NOT made by the vendor. For example, vintage clothing, wholesale goods, resale thrift store items. Etc. This event does not accept Multi-Level-Marketing (MLM) vendors or products.**

PAYMENT: All vendors will manage their own payment processing for items sold. We recommend that vendors accept cash, Venmo and/or a credit card processing option. All vendors will keep 100% of the profit from sales.

PARKING: Parking will be available on Park Dr for vendors on Saturday. Sunday's vendors can park on Park Dr or take advantage of the plentiful free street & public parking options in town.

APPLICATION PROCESS:

1. Application submission [Click Here](#). **After you submit, you will be notified approximately one week after the application deadline if you have been accepted.**
2. On the submission form, enter your name and information for the first item.
3. Browse to select up to 5 images of the items being sold and 1 for the tent setup. Please follow the file naming conventions.
4. Complete the page and click **Submit**.

All policies in the application are subject to change at any time. Any vendor that applies prior to policy change will be notified immediately after the changes are in place.

PHOTO SUBMISSION: Please submit 4 photos of items being sold during the market and 1 photo of vendor tent setup.

IMAGE UPLOADS: *Please note. This is best done from a desktop or laptop computer. You may encounter difficulties with image upload from a cell phone.*

- **Size.** Images should be sized to between 1200 and 2000 pixels on each dimension (height and width) *and* less than 2 MB in size. **Tip:** If you have a favorite photo editing software, you will probably want to use that for checking and resizing. If the only thing you want to do is resize and crop, then you can use [ResizePixel](#). (see next page for instructions). Other photo editors that can resize and offer other editing capabilities include iCloud [Photos](#) (for Apple products) and [Pixlr](#) for Android or Windows-based devices.
- **File Types.** .JPG, JPEG, or .PNG
- **Number of Images.** You may submit up to three (3) images per work.
- **Filenames.** The filenames for images must follow this formula:
 <Last name> - <First initial > - <business name> - <item being sold or tent setup>.jpg

For example, for three images of single item entitled “Blue Phoenix” by artist Jane Davis:
Davis-J-Wonderful Watercolors-Landscapes.jpg [Note: This should be your primary image.]
Davis-J-Wonderful Watercolors-Tent Setup.jpg

QUESTIONS? Contact Chase Jones chase.jones@lexart.org or 781.862.9696.

APPENDIX

How to Resize Photos Using *ResizePixel*

1. Before you start, be sure you can find the image file on your device. You will need that in Step 4.
2. Open a browser window and go to <https://www.resizepixel.com/>
3. Click on the green button UPLOAD IMAGE.
4. This will open your device file manager. Navigate to your image and select it.
5. This will open a window giving you a preview of your image. You will see a box at the bottom of the screen like this:

Original	5952 x 3348	4.26 MB	JPG
Current	5952 x 3348	4.26 MB	JPG
6. If the longer dimension is 2000 or less, AND the shorter dimension is 1200 or less, AND the size is 2.00 MB or less, then your photo size is good and you can just upload it as is. If not, then proceed to the next steps.
7. **Adjust the dimensions.** From the menu on the left, choose **Resize**. You will see boxes showing you the width and height of your image in pixels.
 - a. Be sure the “Fixed aspect ratio” box is checked.
 - b. Start with the longer dimension (either width or height) and set the size to no more than 2000 pixels. Click the blue “Resize” button. This should adjust the other dimension proportionately. You will see the new dimensions listed as “Current” in the box at the bottom.

Original	5952 x 3348	4.26 MB	JPG
Current	2000 x 1125	556.89 KB	JPG
 - c. If the second dimension is now 1200 or less AND the size is less than 2 MB (2000 KB), then you’re good to go. Proceed to Step 8. If not, continue on to d.
 - d. *If the smaller dimension is still greater than 1200 ...*then change that to 1200 and click the Resize button.
 - e. *If the dimensions are OK, but the image size is still too large...*then choose **Compress** from the menu on the left, then choose “Compress file”, adjust the size to 2 MB (or 2000 KB), and click the blue Compress button.
8. Once the dimensions and size are correct, click the green GO TO DOWNLOAD button in the lower right.
9. This will open another window that previews the new image. Click the green DOWNLOAD IMAGE button in the lower right.
10. Save the resized image to your device. If you have not already done so, this is a good time to rename your image according to our file-naming instructions [above](#).