

ARTS OUT LOUD Handmade Market

Guidelines

CONTACT: JENNIFER HEASTINGS – JENNIFER@ARTSOUTLOUDINC.ORG

MARKET INFORMATION

The Pride Out Loud Handmade Market is an artisan market, held at the Ice House at 100 43rd. Street, Pittsburgh, PA 15201 on June 11, 2022, 11AM – 3PM. Rain date is June 25, 2022.

Our handmade market is artisan focused and in order to ensure that each artisan has a captive audience we maintain a strict cap of no more than 2 of any one “type” of artisan at each market.

APPLICATION / REGISTRATION / PAYMENT

In order to be considered fully registered for the market, sellers MUST:

1. Apply to be a seller at our handmade market by completing our online application.
2. Email at least 4 product photos and at least 2 booth photos to: jennifer@artsoutloudinc.org – Subject Line: Product Photos.
3. Receive acceptance email detailing how to complete booth payment and important dates.

CANCELLATION

We understand that sometimes sellers may need to withdraw their booths for many reasons. We will refund half booth fee if received in writing more than 30 calendar days prior to the event. There will be no refunds for less than 30 days’ notice of cancellation or no-shows on the day of the event.

We request that any cancellations be emailed to us at: jennifer@artsoutloudinc.org with the subject line: Booth Cancellation

In the event that Arts Out Loud must cancel the market due to circumstances beyond our control, we will do our best to reschedule the market at the earliest date available. If a market is rescheduled or canceled all sellers will be notified immediately via email. Circumstances beyond our control may include but are not limited to, local public health or pandemic restrictions, extreme weather conditions, power outages, gas or water leaks, or other venue-related restrictions.

Outdoor markets will have a rain date listed.

ADDITIONAL DETAILS

- Space is limited to 25 sellers. For Pride Out Loud market, booths will be 8'x6' at \$25 and Food Trucks spots at \$75.
- We will choose your booth location based on products to prevent similar sellers being next to each other.
- Once selected to participate, you will be notified via welcome email with details on how to complete payment for your booth. Payment is due upon receipt of acceptance email and invoice. NO EXCEPTIONS.

*We will maintain a waitlist and applicants will be notified if a seller space becomes available in the category in which they applied.

TERMS AND CONDITIONS

1. **You may only sell, promote or display original work as shown or described in your application.** You will be asked to remove unapproved items. No exceptions.
2. Seller agrees to the use of photography of your products and your likeness to be used on all Arts Out Loud's websites and social media.
3. Seller agrees to accept full responsibility for any property damage or bodily injury in any way caused by the Seller, Seller family members, employees, or guests during event setup, takedown, or event hours.
4. Seller will indemnify and hold harmless Arts Out Loud, its directors, employees, agents, and representatives from and against all liabilities, expenses, suits, claims, actions, demands, judgments, settlements, costs, losses, fines, and penalties, including but not limited to attorney fees, costs, and expenses of litigation, that arise out of or are related to the aforementioned property damage or bodily injury.
5. Arts Out Loud disclaims all liability for any bodily injury or property damage to Seller as a result of any negligence or willful misconduct. Arts Out Loud shall not be responsible for or liable to Seller for any loss or damage that may occur to Seller's property from any source or any cause whatsoever.
6. Sellers are responsible for appropriate permits, required product labels and collection of sales tax.
7. Sellers will have the appropriate general liability insurance and be able to provide proof of insurance.

SETUP, TAKEDOWN & BOOTH RULES

- Setup will be the morning of the market from 9:00AM - 10:30AM, and you may arrive at any time during that timeframe. You MUST be fully setup for a 11AM start. We will send out emails with more details as the event gets closer.
- Once you arrive, check in at Arts Out Loud table to find out exactly where your spot is located. If there are any problems, talk to us, and we can work through them with you.
- Sellers are permitted to bring small pop up tents, market umbrellas, tables, chairs, fixtures, grid walls, and/or custom display items. All display items, extra merchandise, and personal belongings must fit within the assigned vendor space. No exceptions.
- Sellers tables must be covered with your own table coverings.
- Sellers may NOT tape or hang any items on the walls or any other surface not approved beforehand.
- Sellers may NOT mark the ground, we will outline your space ahead of your arrival.
- If you need to leave your table during the event, volunteers will be available to watch your booth for a short time. Volunteers are not permitted to sell your wares or purchase food for you.
- Sellers are expected to participate for the duration of the market. Sellers must not close or remove any part of their display until after the market closes. Leaving early may affect other market participation.
- Takedown will begin at 3PM and wrap up by 5PM.
- All the items brought with you need to be removed; please make sure of this. This includes any trash and tape used for cords.