



Mt. Lebanon Partnership Artists' Market

Frequently Asked Questions

Weather Policy

- The Artists' Market is a rain-or-shine event.
- In the event of severe weather or unsafe conditions, the Mt. Lebanon Partnership may delay, temporarily suspend, or cancel the event for public safety.
- If conditions require rescheduling, the event may be moved to a designated rain date, typically the following weekend.
- Artists who are unable to attend a rescheduled date will forfeit their booth fee.
- If the event is cancelled and cannot be rescheduled, partial refunds may be issued at the discretion of the Mt. Lebanon Partnership after event expenses have been assessed.

Booth Space

- Each participating artist will be assigned a 10' x 10' outdoor booth space.
- Artists must keep all displays, signage, and materials within their assigned footprint and must not obstruct walkways or neighboring booths.
- Booths must be safely secured and professionally presented.

What Do Artists Need to Bring?

Artists are responsible for providing:

- A white 10' x 10' tent with sides
- Tent weights (minimum 40 pounds per leg)
- Tables, chairs, and display materials
- Extension cords or battery packs if needed

Electricity

Electricity is not available. Artists should plan accordingly.

Setup & Load-In

- Detailed load-in instructions and arrival windows will be shared with accepted artists prior to the event.
- Artists should plan to arrive during their assigned setup window to ensure a smooth and safe load-in process.



Breakdown & Load-Out

- Artists must remain set up for the full duration of each event day.
- Early breakdown is not permitted.
- Load-out instructions will be provided in advance.

Insurance Requirements

- All participating artists must carry general liability insurance and provide proof of coverage prior to the event.
- Bath, body, and consumable product vendors must also carry product liability insurance.
- Artists will be required to provide a certificate naming the Mt. Lebanon Partnership as additionally insured.

Sales Tax

Artists are responsible for collecting and remitting Pennsylvania sales tax in accordance with state regulations.

Security

Overnight security will be provided during the event weekend. However, artists participate at their own risk and are responsible for their work and personal property.

Artist Amenities

The Artists' Market provides:

- Portable restroom facilities for artists and guests
- An information booth
- Volunteer booth-sitting services
- Event marketing and promotion

Who Do I Contact With Questions?

Cate Irvin

Executive Director, Mt. Lebanon Partnership

cate@mtlebpartnership.org