



# **Mt. Lebanon Partnership Artists' Market 2026 Artist Participation Guidelines**

## **Welcome to the Mt. Lebanon Artists' Market!**

We're so glad you'll be joining us for this juried celebration of regional artists and makers in Uptown Mt. Lebanon.

These Participation Guidelines are designed to help you prepare for a smooth, enjoyable, and successful market experience. Inside, you'll find important details about event logistics, setup, and procedures so you can focus on what matters most — sharing your creative work with the community and connecting with fellow artists and visitors.

We're grateful to have you as part of this vibrant event and look forward to showcasing your work.

## **Eligibility & Jury Process**

- All artwork must be original and created by the exhibiting artist
- Work must be consistent with submitted jury images
- Artists may only exhibit work in the category in which they are accepted
- Manufactured goods, kits, imports, or resale items are not permitted
- A jury of arts professionals will select up to 70 participating artists

## **Application & Fees**

- Application fee: \$25 per medium
- Booth fee: \$250 due within 15 days of acceptance
- Booth fees are non-refundable
- Submission of an application constitutes a commitment to exhibit if accepted
- Artists retain 100% of sales proceeds

## **Artist Responsibilities**

Participating artists are responsible for:

- Collecting and remitting Pennsylvania sales tax
- Securing any required permits or licenses
- Providing their own display materials and setup equipment
- Maintaining a professional and safe booth presentation



## **Booth & Setup Requirements**

- Artists must provide a white 10' x 10' commercial tent with zippered sides
- Tent legs must be secured with 40–50 lb. weights
- Booth displays must remain within assigned space dimensions
- Artists are responsible for setup and removal of exhibits
- No electricity is available
- There is no rain date

## **Event Policies**

- Artists must be present for all hours of the event
- Overnight security will be provided
- No pets, smoking, or alcohol are permitted in booth areas
- The Mt. Lebanon Partnership is not responsible for lost, stolen, or damaged property

## **Insurance Requirements**

- Participating artists must carry general liability insurance and provide a certificate naming the Mt. Lebanon Partnership as an additional insured.
- Failure to provide proof of insurance by the specified deadline may result in forfeiture of booth space and fees.

## **Event Cancellation**

If circumstances make it unsafe or impossible to conduct the event, the Mt. Lebanon Partnership may cancel the Artists' Market and refund booth fees.

## **Agreement & Liability**

By submitting an application, artists:

- Agree to abide by all event policies and guidelines
- Accept responsibility for personal property and exhibits
- Release the Mt. Lebanon Partnership and event partners from liability related to participation
- Certify that submitted information is accurate
- Authorize use of submitted images for promotional purposes