



**Lexington Market Kiosks and Outdoor Plaza Pop-Ups**  
 Information Sheet

Lexington Market’s kiosk and outdoor plaza pop-up program is designed to give customers even more reasons to shop and spend time at the market, and serve as a launch pad for Baltimore’s talented entrepreneurs. We are seeking exciting businesses that sell locally made, locally grown, or handmade products - to highlight the best of Baltimore! With little upfront investment, you can showcase and sell your wares, including things like small batch pre-packaged food and beverages, handmade jewelry, accessories, clothing, body care products, and home decor items, books, and artwork.

	<b>Indoor Kiosks - 2022</b>	<b>Indoor Kiosks - Starting in 2023</b>	<b>Plaza Pop-Ups</b>
Term	Start date will be on or around September 8, 2022, and end date will be December 31, 2022.	1, 2, or 3 months	Varies
Number of Kiosks	12	12	To be determined
Required Operating Hours	Monday - Saturday, 9 am - 6 pm	Monday - Saturday, 9 am - 6 pm	Varies
Rate	\$700/month	\$700/month	\$100/day
Security Deposit	\$700	\$700	

**How can I apply?**

- Please complete your application online here: [Kiosk Application Form](#)
- If you need a paper copy of the application, contact Kristen Mitchell at [KMitchell@baltimoremarkets.org](mailto:KMitchell@baltimoremarkets.org) or 410-216-5367.

### **What is the deadline to apply?**

- Digital and paper applications must be received by **June 20, 2022, at 5 pm.**
- If you are filling out a hard copy of the application, you can drop it off in person at the Lexington Market office.

### **When will I be notified of the status of my application?**

- We will notify kiosk applicants by email in mid-July whether they have been selected for the inaugural group of kiosk merchants (those who will be open September - December 2022) or a time slot beginning in 2023.

### **Business Types Desired/Restricted**

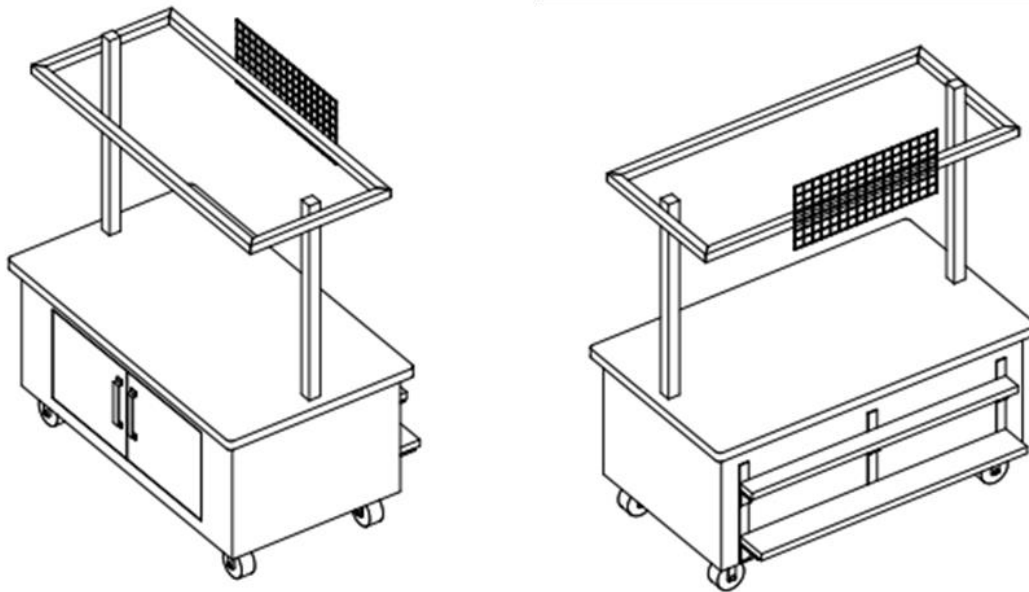
- Preference for locally-made, locally-grown, or handmade products
- No on-site food preparation (pre-packaged food is acceptable)
- No national chains, franchise stores or service businesses.
- No alcohol, check cashing, massage services, pornography, or tobacco

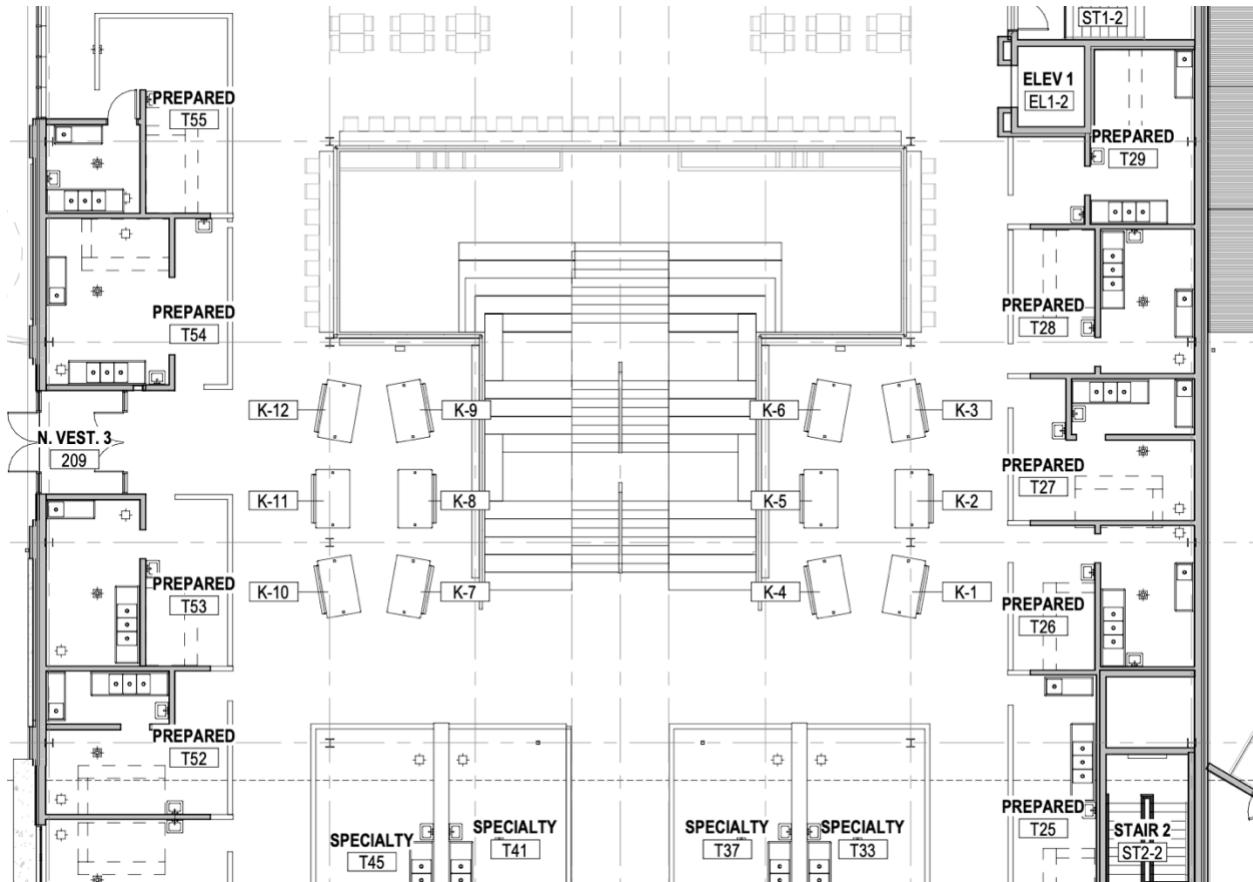
### **Duration of Kiosk Agreements**

- In 2022, the kiosk agreements will run from on or about September 8, 2022, through December 31, 2022.
- In 2023, the kiosk terms will be for 1, 2, or 3 months.
- For outdoor plaza pop-ups, the duration will vary.

### **Kiosk Size & Location**

The kiosks will be 3.5' x 6', and they will be located near the grand stairway (the stoop) connecting the Upper and Lower Market. They are indicated on the plan below as K-1 – K-12.





### Kiosk Amenities

- Access to one electrical outlet.
- Access to lockable storage built into the kiosk.
- Access to wireless internet.

### Business Requirements

Businesses must:

- be registered with the State of Maryland or another state;
- be in good standing;
- Have a Sales & Use Tax License;
- Have a Traders License, if applicable; and
- Have business insurance that lists LMI as additional insured.

Helpful tips:

- If you need to register your business, you can do so [here](#).
- To check to see if your business is in good standing, look up your business [here](#).
- If your business is not in good standing, click [here](#) to find out how to return to good standing.
- If you have questions, contact Kristen Mitchell at [kmitchell@baltimoremarkets.org](mailto:kmitchell@baltimoremarkets.org) or 410-216-5367.

## **Operating Standards**

- **Days & Hours of Operation**
  - Indoor kiosks must be open 9 a.m. to 6 p.m., Monday through Saturday.
  - Lexington Market will be open Monday through Saturday, 6 a.m. to 8 p.m., and Sunday, 10 a.m. to 4 p.m. Kiosk operators may extend their hours during these times.
  - Outdoor plaza pop-up days and hours will vary.
- Businesses must take both card and cash payments and use their own payment/point of sale system such as Square card swipe.
- Businesses are permitted to offer samples (unless limited by city, state, or federal Covid guidelines).
- Hawking or calling out to attract customers is not permitted.
- Kiosk tenants must additionally comply with the same rules and regulations that apply to all Lexington Market tenants.
- All goods must be displayed on the kiosk itself, unless you have explicit written permission for a floor display.

**Thank you for your interest in the Lexington Market kiosks and outdoor plaza pop-ups!**