



Events/Programs Application

Applications to host events/programs at Lexington South Market must support the community, the markets, or market merchants. All Events must be approved by Lexington Market, Inc.

This completed event application must be submitted at least one (1) month before the requested event date. LMI will respond to your request within five (5) business days.

[Send completed application to Events@baltimoremarkets.org](mailto:Events@baltimoremarkets.org)

Name of Event: _____

Type of Event: _____

One Time: _____ Recurring: _____ How Often: _____

Is there a charge for attendance? _____ If so, how much? _____

Date(s): _____

Event Start Time(s): _____ Event End Time(s): _____

Duration: _____

Hours needed for setup: _____

For which Market Area (s): Baltimore Room Balcony Plaza Full Market

Event/Program Category: (choose all that best fit)

___ Health/Wellness ___ Arts/Entertainment ___ Community Outreach ___ Culinary

___ Job Fair/Entrepreneurial ___ Family Friendly ___ Vendor Fair/Makers Market

Anticipated Number of Attendees: _____

Target Audience: _____

Your Organization:

Name: _____

Website: _____

Social Media Handles: _____

Organization Contact(s):

Name: _____ Phone: _____

Email: _____

Name: _____ Phone: _____

Email: _____

Who can we contact the day of the event?

Name: _____ Phone: _____

Email: _____

Name: _____ Phone: _____

Email: _____

Set Up Needs

*We provide only rectangular tables. Please see our preferred vendor list for other rental options.

Place a check mark next to items requested and answer related questions. Additional fees may apply:

1. Tables 6ft Rectangular – How many? _____
2. Chairs – How many? _____
3. Tablecloths – Quantity: _____ Paper _____ Cloth _____ Spandex _____ None
4. Describe preferred table/chair layout (or attach a drawing): _____

5. Electricity – How many electrical outlets are required? _____
 - a. Describe equipment: _____
6. Microphone Lectern
7. Trash Can – How many? _____ (Your caterer may provide these.)

Catering:

Event caterers may only be supplied from our market merchants or from our preferred vendors list.

Using a caterer: Yes No Caterer Merchant Both

Vendor Name: _____

Vendor Name: _____

Vendor Name: _____

Describe other items:

Describe any other requested assistance: