How to Apply by Manage My Market

There are two sections to the application: The first section will be creating a profile, which would include a product list and company information. If you already have a Manage My Market account, you will need to simply review your profile. Once you create a profile, you will not need to go through this step again next year.

The second section will be completing the application for the “2022 Findlay Outdoor Market” and will need to be completed each year. Please read the note to potential applicants and answer all questions fully.

1. When using the Manage My Market website, use one of the following browsers on your COMPUTER to complete the application.
   - Google Chrome
   - Mozilla Firefox

2. Follow the link to apply for the 2022 Findlay Outdoor Market. The application will be open until November 30, 2022:

   2022 Outdoor Market at Findlay Market

3. You will be taken to the following screen and should select:

   a. “Register” if you have not created a Manage My Market account before, or

   b. Type in your Username and Password if you have created a Manage My Market account before. If you have a Manage My Market account, please confirm that all the information is accurate before submitting your application.
4. If you HAVE NOT registered on Manage My Market before, you will need to create a profile and submit a product list.

a. The first section is the “Profile” and the required sections include:
   i. Company Information
   ii. Business Information
   iii. Contacts
   iv. Addresses

b. The second section is “Products”. The section is a dropdown section, where you need to:
   i. Select “Product Category” (i.e. Arts & Crafts, Bakery Items, etc.)
   ii. Select “Specific Product” (i.e. Accessories, Art, Bags, etc.). You may not find the specific product listed, so please select the closest choice to your product(s).
   iii. Type the number of varieties you have of your product.
   iv. Select the month(s) the product is available.
   v. Finally, you can provide additional information about your product. The description box is helpful if you can’t find the exact product under the “Specific Product” dropdown.
   vi. You can also include a picture of your product if you would like to do so. You may also email a picture of your product if uploading isn’t an option.
5. Once you login or register, you will be taken to the following screen, and you should select the “Apply to a Market” button.

6. After selecting the “Apply to a Market” button, you will be taken to a screen where the Markets are broken down by location AND application type.
   a. Under the “Corporation for Findlay Market” category, you should see the “2022 Findlay Outdoor Market” application.
   b. Select “Apply Now” next to the “2022 Findlay Outdoor Market”.

   NOTE: If you try to apply after November 30th, the “2022 Findlay Outdoor Market” application will be closed and will no longer be an option.
7. The next screen will be the specific application for the “2022 Findlay Outdoor Market”.

   a. Please read the first section to all potential applicants.

   b. Select desired dates on the “Market Dates” section. The dates that are available are in black, while all dates that are not available are gray in color and **cannot** be selected.

   ![Calendar Image]

   c. Select the “Stall Preference”. We will not be guaranteeing a certain stall or stall size, but it helps us plan.

   d. Please read through the “Legal” section.

8. At the bottom of the screen, select “Apply Now”. Do not leave the screen until you receive the message that your application was submitted.

9. Applicants will receive an electronic invoice to the email on file within 72 hours of submitting their application. Applicants can either pay the invoice through PayPal or by sending a check addressed to “Corporation for Findlay Market”.

10. Vendors will be notified about their acceptance status within two to four weeks by email.