

Handmade Arcade Spring Market 2024

Application Instructions

Please follow these instructions carefully. We recommend either printing or keeping the instructions open in a new window while completing the application.

Data must be submitted within 40 minutes. If you cannot complete the application within the allotted time, you can log back in to complete your application. Unfortunately, this is a setting of the application system that we are unable to change. We apologize for any inconvenience.

IMPORTANT: The application for Handmade Arcade has THREE STEPS.

1. **STEP ONE: Login / Register with ArtCall.org**
2. **STEP TWO: Create New Application (Two-part process)**
3. **STEP THREE: Upload Images**



Applicants that do not follow through with ALL three steps will NOT be considered.

Handmade Arcade uses [ArtCall.org](https://artcall.org), an online entry submission software, to manage applications. Payments are processed through [Stripe](https://stripe.com), a third-party billing and processing agent.


STEP ONE: Login / Register

URL: <https://haspring24.artcall.org>

Click the  button


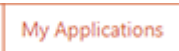



1. Fill out the form.
2. Save by clicking the  button at the bottom of the page.
3. *NOTE: If you already have an ArtCall.org account, you will be directed to  button. You may have used ArtCall to apply to another event or forgot that you applied to a past HA.*

PAST APPLICANTS:

Select the  button.

Enter your email and password. *If you do not remember your password, choose “Forgot Password” and reset.*



1. If you applied to a past event, there might be new data fields to fill out. If there, you will be prompted to “Update Profile” with a pop-up box. Click “Got It” and continue to Update User Profile form. **There are new data fields in this year’s application that you are required to fill out.**

2. If you are not prompted, you will see    in the top right corner. Select the  button to update account information and complete new fields.
 3. Update the new information that is being collected.
 4. Click the  button to save changes.
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STEP TWO: Create New Application (Two-part process)

IMPORTANT! If you do not complete both parts of STEP TWO, your application will NOT be considered.

1. PART ONE:

- a. From the "My Applications" page, click the  button.
- b. At this time, you will be prompted to pay the NON-REFUNDABLE application fee of \$7. *If this fee presents a barrier to participation, please email info@handmadearcace.org for assistance.*
- c. Click the  button.

2. PART TWO: Step 1 of 2: New Application Details

- a. Choose a **Category**
If you need help choosing your category, click the  button, and Category Descriptions will open.

b. **Application Title** is a required ArtCall.org field that we CANNOT remove. **Please reenter your company name here.**

c. **Describe your products and creative process**

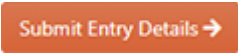
A well-written description of your products and creative process is vital to your application. Please keep this under 300 words. If sharing a table, include descriptions for BOTH applicants.

d. **Product range**

Enter the price range of your products like this "\$5-\$15." We understand that this might be an estimate as you are a new maker. We will help you with pricing if need be.

e. **Terms and Conditions**

Please read this document before you agree to it. If you violate the Terms and Conditions in any way, you will forfeit your space.

Click the  button.

STEP THREE: Step 2 of 2: Add Entry Images

IMPORTANT! Applications without at least TWO images will NOT be considered. You can add up to FOUR images.

Before uploading images, please clearly label your files with your company name and product name. For example, "NameofCompany_kitchenwidget.jpg."

- **Please upload a booth image if you have one.**
- Up to **4** Attachment(s) can be uploaded / Minimum of **2** images are required for consideration.
- Image minimum length on the longest side: 960px
- Image maximum length on longest side: 4600px
- Allowed File types: jpg, png ONLY

From the "Add Entry Attachment(3)" page, upload 3-6 images (JPG or PNG only).

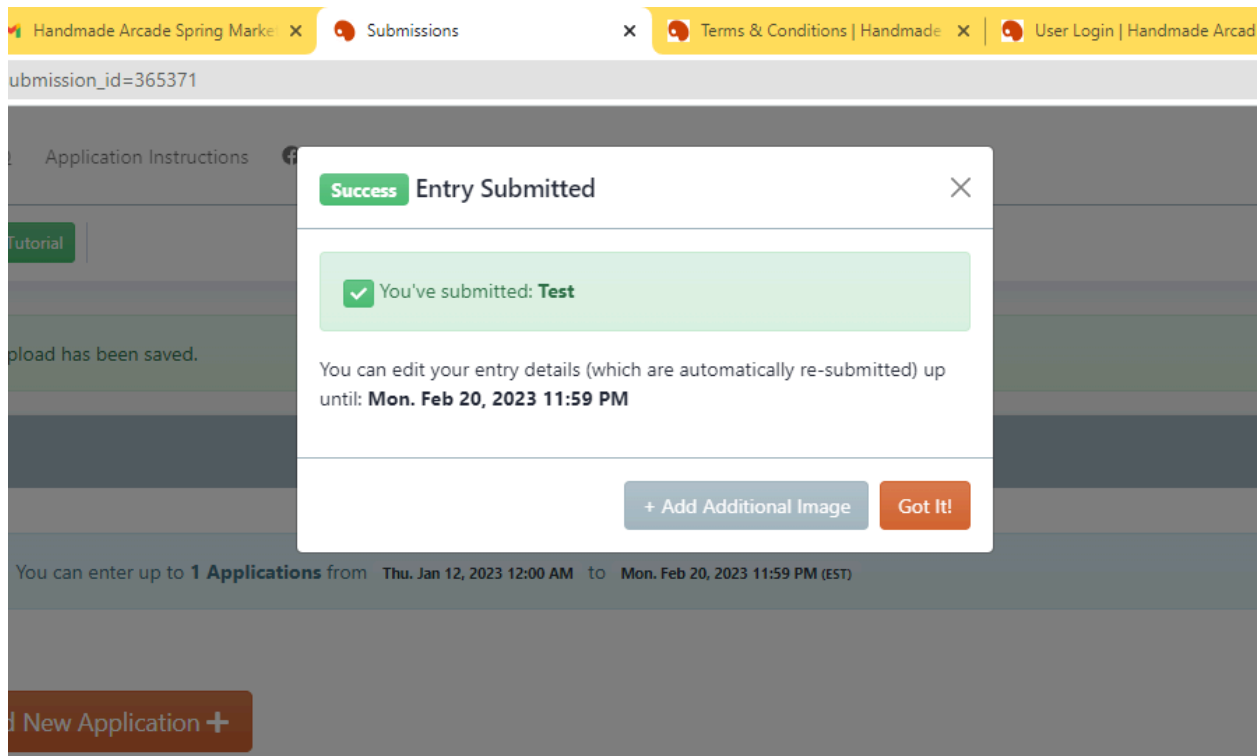
Click the  button

Find your image, select it, click "Open"

The image will appear with EDIT & CROP options. If you are happy with the image, click the yellow DONE button in the top right corner.


If the image is too big or too small, the upload will fail. In this case, you may have to log out and back in to resubmit images.

Once you upload one image, this screen will change to look like this:

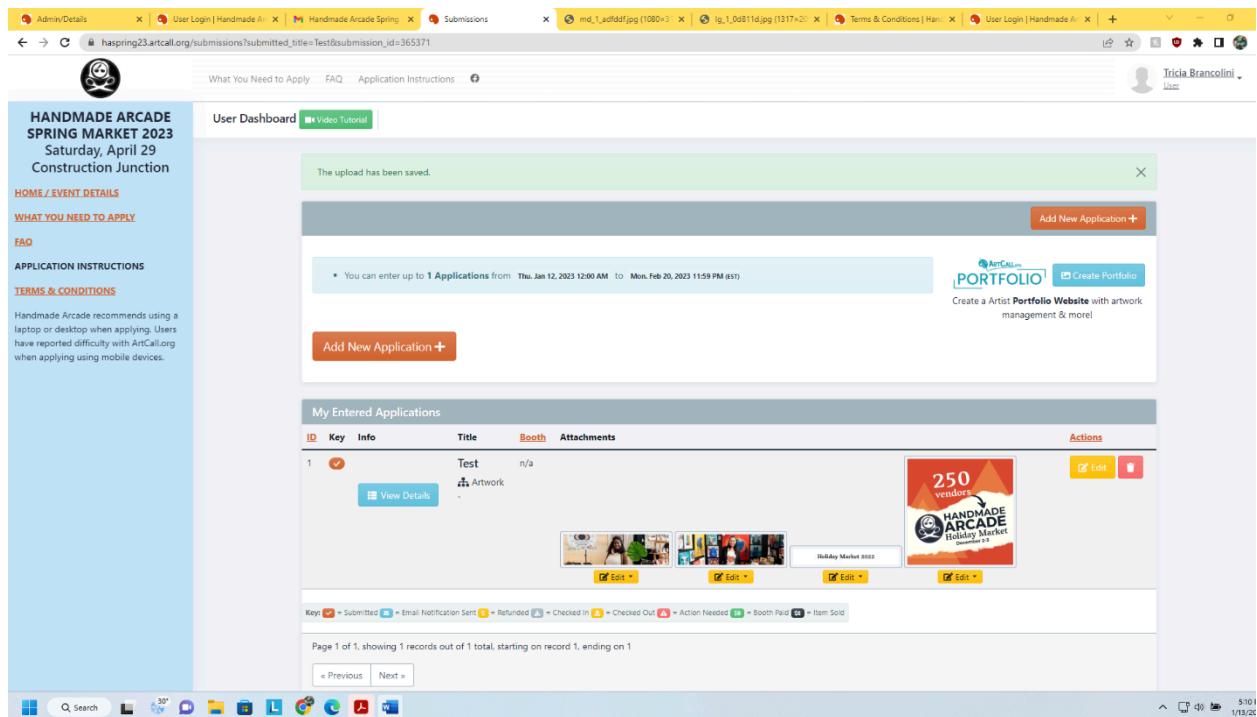


Continue to add the rest of your images by clicking the  button.

Repeat this process until you have uploaded a minimum of **TWO** and maximum of **FOUR** images.

Once you have added your fourth and final image, click the  button.

Your completed application will look like this:



VERY IMPORTANT:

- Due to the high volume of applications, applicants must include clear, well-lit, high-resolution photos representing their work.
- Applications without at least TWO images will not be considered.

When you are finished adding images, you can click the VIEW DETAILS button to see your Submission Details.

You can EDIT your application's SUBMISSION DETAILS and IMAGES until the applications close on March 17, 2024.

You can also double-check your user profile by clicking EDIT USER PROFILE in the drop-down menu under your name in the right corner.

If you are satisfied with your submission, click your name in the top right corner, and LOG OUT.

HOORAY! You are finished!

You will receive two emails from do-not-reply@m.artcall.org

1. A payment receipt with the subject "Handmade Arcade Spring Market 2024 Payment Receipt"
2. A submission confirmation with the subject "Handmade Arcade Spring Market 2024 Submission Confirmation"

ArtCall.org allows you to edit any information or images on your entry (which are automatically re-submitted) up until Sunday, March 17, 2024, at 11:59 PM (EST)

- The deadline to edit/submit applications is **Sunday, March 17, 2024, at 11:59 p.m. (EST)**
- All applicants will be notified via email on **Monday, March 25, 2024.**
- **We are unable to answer inquiries regarding application status before sending final notifications.**
- If you are having trouble with your application or are unsure if it went through, please email info@handmadearcade.org. You will receive a reply within three business days.