



DIGITAL CATALOG INSTRUCTIONS

1. The digital catalog is a value-added service to our vendors. It will be updated regularly, but at a minimum, on a weekly basis.
2. To that end, we will begin the catalog by updating it weekly with the newest version roll-out on Saturdays.
3. For a vendor to have his or her off-site merchandise included in the newest Saturday posting, he or she must send to 4miletreasures@gmail.com individual pictures of their items by 4:00 p.m. Tuesday. Such pictures need to be in .png or .jpeg format.
4. In the email, the vendor must identify in the subject line his or her vendor number and reference the digital catalog. For example:

“Vendor #32-Digital Catalog”

NOTE:

This service is only available to those vendors who rent a minimum monthly space of 10 foot by 10 foot, or its 100 square foot equivalent