

Crocker Park Fall Arts Fest

September 17-18, 2011

INFORMATION SHEET

Move In will begin Friday, September 16th at 1:00 p.m. If you cannot make your scheduled move in time, **open move in** begins at 5 p.m. You may dolly in beginning at noon. You may also move in Saturday morning beginning at 6:30 a.m., but must have your vehicle off the fair site by 9 a.m.

Please make note of your scheduled move in time located in your confirmation email

Vehicles will be permitted on the fair site once artists have checked in at Artist Registration and picked up their welcome pack and loading pass.

Artist registration>>> NEW LOCATION, NEW DRIVING PATTERN

Registration will be located in artist parking behind Trader Joe's at the **south west** corner of the property. Artist's will receive a loading pass at registration and enter the site from Market Street, the usual driving exit. Traffic will flow **SOUTH** to **NORTH** exiting near the roundabout at the intersection of Main St and Crocker Blvd.

Guild Staff will be onsite to direct you to your booth location and the fair site exit.

*Note: In case of inclement weather, set up procedures may change. At that time, Guild staff will provide you with revised procedures.

You will not be allowed entry into the fair site without your permit.

Artists will be allowed entry into the fair site until **one** hour before the fair opens each morning. All vehicles must be out of the fair site by 9:00 a.m. on Saturday and 10:00 a.m. on Sunday.

If your arrival time does not permit your booth to be set up before 9 a.m. on Saturday, please call Alan at 313.915.0415, so a waitlist artist will be allowed to set up in your place.

HOTEL: The two area hotels are listed below:

Hampton Inn Westlake
(440) 892-0333
29690 Detroit Rd
Cleveland, OH 44145

*Holiday Inn Cleveland West
1100 Crocker Rd.
Westlake, Ohio 44145 1-800-762-7416

WELCOME PACKETS: Welcome Packets can be picked up at artist registration. ID will be required. If you load in afterhours or Saturday morning, pick up your packet at the info booth located in the center roundabout.

BOOTHS: All booths are 10' x 10'. Corners are *open sides* with an 8'-10' gap between spaces.

ELECTRICITY: Electricity is available up to 400 watts. Generators are not allowed.

OVERHANGS: Overhangs are not permitted on the fire lane side of your booth (street side); overhangs to the side or behind booth must be at least 80" high.

RULES/STANDARDS: All Guild rules and standards must be adhered to during the fair. A Standards Committee member will do an on-site standards review during the fair.

PARKING: Designated artist parking areas have been established; Oversize vehicles and vehicles with trailers use the **south west** corner of the property behind Trader Joe's. If you have a car or van, please use the **top** floors of any of the garages onsite; parking is free. Please leave the other parking lots and floors clear for fair patrons. Do not use the area designated for handicap parking. Please keep the parking area free of trash.

SALES TAX: For Ohio fairs, each exhibitor must collect and remit 7.75% Ohio sales tax. Contact the Ohio Department of Taxation, Toledo Taxpayer Service Center at 888.405.4039.

SECURITY: Overnight security will be provided

SURVEYS: A link to a survey will be emailed the week following the show.

TEARDOWN: Teardown will commence at 5:00 p.m. on Sunday. Vehicles will not be permitted on site prior to 5:00 p.m.

*Note: In case of inclement weather, tear down procedures may change. At that time, Guild staff will provide you with revised procedures.

TRASH: Your trash, boxes, debris, packing material, and other waste material **MUST** be disposed of before you leave the fair site. Please deposit all trash in the receptacles provided.

CITY ORDANANCES AND GUILD EXHIBITION RULES
(Revised April 22, 2004)

CITY ORDANANCES

The Guild assumes and enforces all city exhibition rules.

RULE A: Fire lanes shall not contain storage or any other obstructions.

RULE B: Walk-through sidewalk-street connections shall not contain storage or any other obstructions.

RULE C: Barricades. Vehicles are not permitted within the barricades during fair hours.

RULE D: All booth material, tarps and other coverings shall be fire-retardant or fire resistant. All roofs, walls, panels, coverings and tents shall be fire retardant or resistant. A manufacturer tag or paperwork certifying this is acceptable. Consumer applied products may also be acceptable. Please check with the Fire Department on these regulations. **[National Fire Protection Agency 701]**

RULE E: Open flames are not allowed.

RULE F: No gasoline, kerosene or motor oils are permitted in the fair area.

<i>THE GUILD OF ARTISTS AND ARTISANS EXHIBITION RULES</i>
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RULE 1: Exhibitors must comply with all local ordinances, regulations, and rules.

(**Exhibiting member: an individual who has successfully passed a jury or standards review)

RULE 2: Booth spaces may not be transferred or otherwise reassigned by the artist.

RULE 3: By one hour prior to fair opening on the fair's first day, artists must have claimed (by their presence, or [if necessary] by phone) their booth space, otherwise their space may be resold with no refund issued.

RULE 4: The Exhibiting artist(s) must be present at the fair no less than 60% of each day.

RULE 5: Booth structure and display must not exceed the limits of the assigned space. Art work hanging from display panels will not obstruct, or block clear and free passage. If your art work is hazardous, or interferes with your neighbor you will be asked to remove it. Booth substructure must not impede water flow.

RULE 6: Booth holders may share their space with no more than one other exhibiting member.

RULE 7: Picture I.D. is required for fair registration, and must be presented upon the request of Rules Committee members or Guild staff at any time during the fair.

RULE 8: Unless artists are officially notified, by the Art Fair Director or the Director's designee, of a fair emergency, booths must be opened at the fair starting time and not closed before the fair closing time. Artists concerned with their personal safety may close. Artists are expected to reopen as soon as the dangerous situation has ended.

RULE 9: All storage must be neatly concealed within the defined booth space.

RULE 10: Signs advertising sales or markdowns are prohibited.

RULE 11: Pets are prohibited on the fair site. Certified service animals are allowed.

RULE 12: On-site consumption of alcoholic beverages during fair hours is prohibited.

RULE 13: No debris may be left behind after tearing down.

RULE 14: Rude, obscene or abusive language and/or threatened, actual physical restraint and/or abuse of another Guild member, Guild staff or general public are prohibited.

RULE 15: When required, backdrops must be used for fairs.

RULES VIOLATIONS

Decisions regarding rules compliance are determined by the Rules Committee members or designated staff. Exhibitors found to be in violation of the rules may be issued a rules violation notice. Exhibitors must comply immediately upon notification that they are in violation of the rules. If continued non-compliance is observed, exhibitors may be given further points for the same or other violations. Violations may be issued during or after a fair. From one (1) to ten (10) points may be assessed per violation. Accumulation of ten (10) points over a three (3) year period results in the suspension of exhibiting privileges for thirteen (13) months from the fair date of the violation resulting in the tenth (10th) point.

APPEALS

Exhibitors have the right to an appeal in person or in writing to the Rules Committee, after violation points are given. The appeal must be made within sixty (60) days of the date of the rules violation notification letter, which will be sent from the Guild office.

The Guild of Artists and Artisans Exhibition Standards

The Guild is responsible for the overall impact of its fairs on the public. Through the enforcement of its standards and rules, the Guild seeks to maintain and increase the public's confidence. An impartial and equal enforcement of these standards and rules insures an efficiently run fair for the exhibitor and a suitable atmosphere for sales. **The Guild has the final say in the interpretation and enforcement of its rules.**

1. All work must be the original design of the artist. The essential work required to make each finished piece must actually be done by the artist. The only exceptions allowed are defined in Rule #2.

The essence of this rule is to maintain the long held Guild tradition that the artist is expected to be the major contributor of the time required in the essential production of the work. Helpers or assistants are just that; they do not replace the artist in the full production of a piece. They are permitted to assist in the non-essential and more mundane processes that go into the production of a finished piece.

2. the Guild's reproduction policy, which applies to all media, is as follows:

No more than 25% (twenty five percent) of the work in an exhibitor's booth may be reproductions. Each piece must be clearly marked with the word "Reproduction." The presentation of the reproductions must play a visually subordinate role to the entirety of the exhibitor's display. Determination of what constitutes an original or a reproduction will ultimately be decided by The Guild of Artists and Artisans. The decision of The Guild is final.

Exhibitors must use the word "Reproduction." Other terms including "Print" may not be used to refer to a reproduction. Reproductions of the artist's own original work are the only reproductions allowed.

3. All work must be safe, non-toxic, and fit for its intended use. If any work requires special or limited use, this will be fully disclosed and explained to the public.

4. Any commercially produced parts used in a work must play a subordinate role and may not be sold separately.

The spirit of this rule is to prevent the extensive use of commercially produced parts to replace the artist's involvement in the finished piece. Common sense should rule here. Obviously an artist does not have to make the canvas for a landscape. The concern is with the artist creating finished work that is primarily comprised of commercially produced elements with minimal contribution from the artist. Some examples: A commercially cut stone may be used in a setting that is made by the artist. A commercially cut stone put in a commercially produced setting will not be acceptable. A commercially beveled glass cluster used as part of a more complex design is acceptable. A commercially beveled glass cluster leaded into pieces that simply fill out a background is not.

5. Artists should avoid a mass-produced, cluttered, or commercial appearance to their display.

It is understood that multiples could be a necessary part of a display in certain media where color and size are varied and are required to be available for sale. The spirit of this rule is to attempt to limit displays that show so much of similar product that the look of the display becomes overwhelming. A display that has a look that is cluttered, mass-produced, or commercial will be addressed by Standards Committee members at the show when possible. Adjustments may be requested and compliance will be required. Further action may be taken if compliance is not forthcoming and it may be necessary to address certain violations of this rule after the fair is over.

6. The work exhibited by the artist must match the quality and balance of the slides submitted to either the standards review, or for the particular show into which the artist has been juried.

It is expected that artists exhibit the scope and volume of work on the street that matches the scope and volume of work that is in the slides with which they passed the slide review. It is not acceptable to pass the review with a limited amount of complex and detailed work and come to the fair with a large volume of simple work. If artists wish to display simple and numerous work, this must be presented in that proportion in their review slides.

Understanding that small work can be a staple sale item, an artist may display up to 15% of small work without a separate review slide. The small work must be clearly shown in the artist's booth slide.

It is also understood (and certainly encouraged) that experimentation with new work is part of the creative process. Ten percent (10%) of an artist's display may be devoted to new work, without a separate work slide, if the new work is within the same medium and if the new work is of comparable quality to the artist's review slides.

Exemptions

If you feel your work transcends these standards you are welcome to apply to the Standards Committee for determination of eligibility. Exemptions are granted on an individual case basis. A request must be made in writing by May 1 to allow the Committee adequate time for response before the Summer Art Fair. For all other Guild fairs, a request must be made in writing at least 60 days before the fair.

Acceptability of Specific Work

In the past, the Standards Committee has dealt with many questions about whether specific work complies with our Exhibition Standards. Following is a partial list of work that has been found to be not acceptable in our art fairs. This list is a guideline to help you determine if your work will meet our requirements; it is not exhaustive, and unacceptable work is not limited to the below-named items:

- T-shirts, sweat shirts, hats, and other commercially manufactured clothes, no matter how embellished by the artist
- cut coin jewelry
- jewelry made of manufactured components
- Beads must be made by the artist. If the beads are not made by the artist, they must clearly play a subordinate role in the finished piece.
- stud earrings in commercial settings
- enamels on manufactured representational copper shapes
- manufactured belt buckles sold separately from the belts
- manufactured tiles with a design as a major component of the piece
- dried flowers, whether they are in groups, arrangement, or bouquets
- wreaths
- anything made in a commercial mold, in any medium
- tole painting
- dough art
- country crafts
- CDs and tapes
- food

Violations of Rules

Violations of rules will be handled by the Standards Committee. At all Guild fairs, every attempt will be made to inform artists as soon as possible of potential standards rules violations by issuing a Standards Warning Report. This report gives the artist a chance to correct the problem right away without penalty. If the problem is not corrected, or if the violation is a continuing problem, the artist may be subject to stronger consequences that may include loss of exhibiting privileges for one year or even permanently. If the Committee is not able to resolve a problem during the fair, the Committee will review the situation and recommend any necessary action after the fair.

At the Standards Slide Review artists are informed by the Committee of any potential standards problems and told what steps to take to correct the problem before any Guild fair.

There are two rules that are considered to be inviolable under any circumstances:

1. Engaging in "buy-sell" practices, that is, buying the work done by another and selling it as your own; or
2. Selling commercially produced reproductions of the work of another artist.

If it is discovered that an artist has engaged in either of these practices, that artist will permanently lose exhibiting privileges at The Guild.

Artists may appeal to the Standards Committee after violation notifications. Appeals must be submitted in writing first, **within thirty days** of the artist receiving the violation notification. An appeal that is presented in person will be limited to fifteen minutes. Notification of approval or denial of the appeal will be sent to the artist, in writing, as soon as possible after the decision has been made. This decision will be final unless the Standards Committee determines that there is significantly new evidence or that a factual error has been committed

Crocker Park Fall Arts Fest Driving Directions

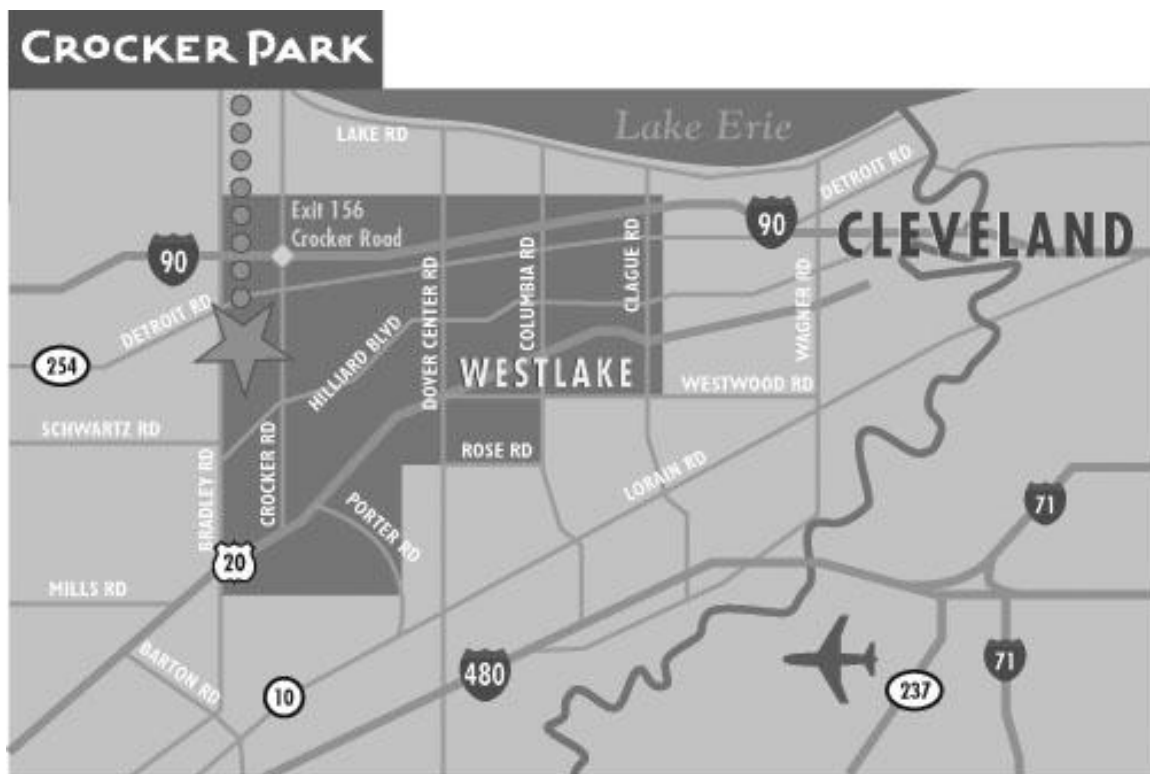
Crocker Park
25 Main Street
Westlake, Ohio 44145

Directions from I-90 Westbound

Take the Crocker Rd. exit. Exit number 156.
Turn Left onto Crocker Rd.
Turn right into Union Street (Less then a quarter mile from I-90)
Enter fair site with a left on Main Street

Directions from I-90 Eastbound

Take the Crocker Rd. exit. Exit number 156.
Turn Right onto Crocker Rd.
Turn right into Union Street (Less then a quarter mile from I-90)
Enter fair site with a left on Main Street



If you have trouble reading this map, see it on the web: www.crockerpark.com/about/location.html