

Set-Up and Teardown Procedures

This is a reminder to artists of the procedures used during the set-up and teardown phases of the Summer Art Fair.

SET-UP:

- During set-up, the correct procedure is for artists to (1) bring their vehicle onto the fair site; (2) **unload** vehicle; (3) **remove** vehicle from fair site; (4) return to set-up booth.
- Each artist has one and one half-hour (1.5) to unload and remove his or her vehicle from the fair site, thereby facilitating a smooth transition for artists in and out of the fair site.
- Please be aware, move-in times will be strictly adhered to. If you arrive prior to your scheduled move-in time, you will not be allowed on site until your scheduled time. Although there may appear to be space available on the street, that space is reserved for those artists that are scheduled for that time slot. If you miss your time slot completely, you will be allowed to load in during open move-in, which begins at **7:30 p.m.**
- Artists that choose to dolly in may begin doing so at **12:00 p.m.**

TEARDOWN:

- During teardown, the correct procedure is for artists to (1) completely tear down their booth (this includes the tent frame and structure); (2) locate Guild staff to verify that you are packed up. Staff will then issue a pack-up permit; (3) retrieve your vehicle and proceed to your designated staging area (see registration packet). Guild staff will allow you to proceed when space is available near your booth.
- **Vehicles that bypass the staging area will not be allowed onto the fair site.** Once you have been granted access to the fair site, you have one hour to load your vehicle and exit the fair site.
- If you have a physical handicap and require assistance during setup and teardown, please contact Alan Bogl, Art Fair, Operations Director 734-662-3382, by July 1, 2017. Documentation of condition may be requested.

STATE ST. and MAIN ST. Move-In Times*

10:00 a.m. - 12:00 p.m.	Early Entry
12:00 p.m. - 2:00 p.m.	Oversized Vehicles**
2:30 p.m. - 4:30 p.m.	West Side Artists
5:00 p.m. - 7:00 p.m.	East Side Artists
7:30 p.m. - Open - (space permitting)	

LIBERTY ST. Move-In Times*

10:00 a.m. - 12:00 p.m.	Early Entry
12:00 p.m. - 2:00 p.m.	Oversized Vehicles**
2:30 p.m. - 4:30 p.m.	South Side Artists
5:00 p.m. - 7:00 p.m.	North Side Artists
7:30 p.m. - Open - (space permitting)	

2018 ANN ARBOR SUMMER ART FAIR GENERAL INFORMATION

2018 DATES/TIMES: Wed, July 18: Setup; Thurs - Sat, July 19-21: (Fair Hours) 10 a.m. – 9 p.m.; Sun, July 22: (Fair Hours) 12 p.m. – 6 p.m.

ACCESSIBILITY INFORMATION: It is a goal of the *Ann Arbor Summer Art Fair* to be fully accessible. Please be aware that the fair will be attended by people with a variety of abilities and disabilities.

1. Do not block curb cuts.
2. If possible, please allow blind or visually impaired customers to explore artwork and other items through touch.
3. Please display items at various levels so those in wheel chairs or of short stature may have access to artwork and other merchandise.
4. Printed literature, where possible, should be available in alternate formats such as tape, CD or large print. This includes such items as artist statements.

ELECTRICITY: 500W is available to artists on Main & Liberty Streets, (*except artists in booths 244-261 in front of the Federal Building*) by plugging into outlets located at the top of the light poles. Artists on State Street will have generator power. Power boxes will be dropped behind booths. An electricity fee is included in your booth fee. UL-approved outdoor extension cords are required. **Electrical cords may not stretch along the sidewalk; they must be raised eight feet (8') above the sidewalk.**

EMERGENCY CONTACT/INFO BOOTHS: If you encounter a problem while en route, contact Alan Bogl, Art Fair Operations Director at **313.915.0415**. While at the fair, if you have a serious and immediate problem, contact your Borough Captain or the nearest Information booth, indicated on your map. For emergencies, call **911**. Borough Captains or Guild Staff will be able to help you with most other problems. Your Borough Captain's name and booth location will be in your welcome packet. Refer audience members who ask you for emergency advice to the nearest Information Booth.

LODGING: University housing may be secured by calling 734-764-3177. For further hotel information, call the Ann Arbor Convention & Visitors Bureau at 800-888-9487. Identify yourself as exhibiting in the Art Fair for information on special rates.

PARKING: All questions concerning parking in downtown Ann Arbor including availability, space size, and height restrictions should be directed toward Republic Parking System at 734.761.7235.

Restock: You may enter the fair site approximately 15-30 minutes after the show closes each night; deadline for entry is 8:30 a.m. the next morning. All vehicles must be off the fair site by 9:00 a.m., Wednesday through Saturday.

SALES TAX: A representative of the Michigan Department of the Treasury will be at the fair to collect sales tax. Each exhibitor must pay a 6 percent tax on gross receipts. Exhibitors who already possess a Michigan Sales Tax License (and display it in their

booths) may file in the usual manner. Apply for a license by calling 517.373.0888. Exhibitors without a license must pay their tax to Treasury representatives during the fair; if a Treasury representative does not visit your booth, you are still responsible for submitting the tax. Direct sales tax questions to: Michigan Bureau of Revenue, Sales Tax and Use Division, at 517.373.3190.

SECURITY: Although professional security personnel will be patrolling the site overnight, we recommend that you pack up and/or secure your booth carefully to discourage petty theft. Thefts and vandalism have occurred in the past. The Guild's insurance does not cover theft or vandalism to your work or booths. **Please report all security issues to a staff member.**

SPECIAL NEEDS: We will do our best to accommodate your special needs that arise from medical or other conditions. Please provide us with **written notice and proper documentation prior to the fair** so that we may do our best to assist you.

STATE STREET ARTISTS: Please note: The street is not in perfect repair; be prepared to shim the front of your booth, if necessary, where the pavement is irregular.

LIBERTY STREET ARTISTS: Please note: Booth's between Main and 4th must go one foot up on the curb; shims are necessary to level booth.

MAIN STREET ARTISTS: Please note: 10x10's set up 8x10 on the street with two feet up on the curb; the curb is 6 inches high.

STORAGE: **All on-site storage must be within your booth structure and completely concealed, (Exhibition Rule #9).** You may not stack boxes or crates behind your booth or on the sidewalk; storage boxes must be covered.

WEATHER POLICY: The fair remains open unless the weather turns dangerous. Be prepared to protect yourself and your work from rain, heat, and wind. The Guild Board of Directors or the Art Fair Director may order the fair closed if severe weather conditions persist. The Guild may be ordered by local, state, and/or federal authorities to cancel the *Summer Art Fair* or to close early.