

THE GUILD OF ARTISTS & ARTISANS
ART FAIR EXHIBITION RULES

RULE 1: Exhibitors must comply with all local ordinances, regulations, and rules.

RULE 2: 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 3: Booth spaces may not be transferred or otherwise reassigned by the artist.

RULE 4: 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 unclaimed spaces may be resold with no refunds issued.

RULE 5a: Exhibitors must be present at the fair no less than 60 percent of each day. If an exhibitor is found to be in violation of this rule, the exhibitor's booth must close immediately and remain closed until the exhibitor returns to the booth. In the case of a partnership, in which two artists work on one body-of-work, at least one member of the partnership must be present no less than 60 percent of each day.

RULE 5b: In the case of the *Ann Arbor Summer Art Fair*, each member of the partnership must be present no less than 60 percent of each day.

RULE 5c: Exhibitors and/or their artwork cannot take art in any other Ann Arbor Fair (official or otherwise) which runs concurrently with the Guild's *Ann Arbor Summer Art Fair*. If an exhibitor is found in violation of this rule, the exhibitor will be required to close his or her *Ann Arbor Summer Art Fair* booth immediately, vacate the booth space at the end of the event day and forfeit all booth fees.

RULE 6: Unless artists are officially notified of a fair emergency, booths must be open at the fair starting time and remain open until 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 7: 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 8: On-site consumption of alcoholic beverages during fair hours is prohibited.

RULE 9: Booth structure and display must not exceed the limits of the assigned space. Artwork hanging from display panels will not obstruct, or block clear and free passage. If your artwork is hazardous, or interferes with your neighbor you will be asked to remove it. Booth substructure must not impede water flow.

RULE 10: Booth holders may share their space with no more than one other artist, as long as that artist has participated in and passed the event jury or, in the case of the *Ann Arbor Summer Art Fair*, passed the Standards Review and is a member-in-good-standing.

RULE 11: All Storage must be neatly concealed within the booth structure. If the exhibitor is found to be in violation of this rule, the exhibitor's booth will be required to close and remain closed until the storage issue is corrected.

RULE 12: Signs advertising sales or markdowns are prohibited.

RULE 13: Pets are prohibited on the fair site. Service animals are permitted.

RULE 14: No debris may be left behind after tearing down.

Rule 15a: The rule regarding the placement of chairs and tables may vary in each Guild event and/or may vary throughout the layout of a specific event. Where allowed, overhangs may not exceed 30", must be at least 80" above the curb and may not interfere with any other exhibitor's booth or the traffic flow, or be used for display, signs, etc. Exhibitors are required to adhere to the chair and table regulations established for the Guild event in which they are participating.

RULE 15b: There are specific chair and table rules for the *Ann Arbor Summer Art Fair*: 1) No tables or chairs are permitted outside the booth structure on both Main and Liberty streets; 2) For State street, each booth is allowed two chairs and one table outside the booth structure, however, the table and chairs must be directly behind and adjacent to the booth, table may not exceed 24" x 24", no visible storage is allowed within or on the table.

RULE 15c: There are specific overhang rules for the *Ann Arbor Summer Art Fair*: 1) Overhangs are not permitted on the fire lane side of your booth (street side); 2) Overhangs are permitted on State street booths on the sidewalk side, in the rear of Main street booths (as long as the overhang does not extend over the sidewalk) and on corner booths on any street, however, the overhang is to extend into the pedestrian aisle only. Overhangs may not exceed 30", must be at least 80" above the curb and may not interfere with any other exhibitor's booth or the traffic flow, or be used for display, signs, etc.

RULE 16: Use of sidewalks and planters is strictly prohibited. Booths, chairs, tables and storage must be contained within the artist's assigned street space (see Rule 15).

RULE 17: Demonstrations are allowed within the assigned booth space. All other requests are decided on a case-by-case basis by the Rules Committee.

RULE 18: The *Ann Arbor Summer Art Fair* allows Guild Exhibiting Members to take a sabbatical every other year. A sabbatical is available only to preserve a continuing space holder's privilege to return to his or her space the following year. Sabbaticals may not be taken in consecutive years; a sabbatical may not be taken to preserve a continuing space first assigned the year the sabbatical is requested.

Rules Violations: Violations of the Exhibition Rules will be handled by the Rules Committee and designated Guild Staff. At all Guild fairs, every attempt will be made to inform artists as soon as possible of violations by issuing a Rules Violation Warning. This warning gives the exhibiting artist a chance to correct the problem without penalty as long as the correction is immediate. If the problem is not corrected or if the violation is a continuing problem, the artist will be subject to stronger consequences that may include loss of exhibiting privileges and/or being required to close his or her booth immediately, vacate the booth space at the end of the event day and forfeit all booth fees. For minor infractions, exhibitors may receive points for the rules 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-year period results in the suspension of exhibiting privileges for 13 months from the fair date of the violation resulting in the ten-point total. If the Committee is

not able to resolve a problem during the fair, the Committee will review the situation and determine any necessary action following the event.

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 60 days of the date of the rules violation notification letter sent from the Guild office.