

Rules and Procedures for All Guild Show Series

1. Show hours are from 10am to 5pm each day. Set-up time is between 6am and 10am on Saturday only. No exceptions. Breakdown is after 5pm on last day of the show. No early set-up or breakdown, weather permitting. Consider using helpers. There are brick sidewalks on which to move your hand truck or dolly.
2. Spaces will be approximately 10 feet x 10 feet. Artists **must** provide their own white canopy tents and display . Your booth **must** have a neat professional appearance. All booths **must** have a minimum of 40 lbs of grounded booth weights per tent pole. No exceptions. The booth area is all grass and no stakes are allowed.
3. If an artist's booth is found to not meet the mandatory setup guides and standards, they'll have to become compliant on the first day of your show by 9:45 am. No exceptions. The artist is personally responsible for all damages their booth causes during the show.
4. All works **must** be original and be produced by the artist offering the works for sale. The artist **must** be present during the entire show. This is a small Santa Fe Arts and Crafts Show with 32 booths. All artists are New Mexicans. Note: Applications for soaps and skin lotions booths are not acceptable.
5. By state law and city ordinance, all artists are required to collect and remit gross receipts (sales) tax. You will need a New Mexico CRS number available at no charge upon application to the New Mexico Taxation and Revenue Department. You will also need a City of Santa Fe Santa Fe Special Event License, which requires a NM CRS number. Download the City of Santa Fe Special Event License, complete it and send it to us with your Art Show Application.
6. The artist may display only the work for which he or she was accepted, and the work shall reflect the quality and integrity of the pictures submitted for jurying. Items deemed unacceptable, according to these guidelines, will be asked to be removed from the booth by the Standards Committee. Artists not complying will be asked to leave the show and will not receive refund of any fees paid.
7. No vehicles are allowed in Cathedral Park. You may park and unload on Cathedral Place or on E. Palace Ave. Use extreme caution and kindness to allow others space to pull in and unload/load around you. Please move your vehicle soon after you unload/load to allow other artists to unload/load.
8. There will be overnight security present during the shows, but the Guild cannot and will not be responsible for damage, theft or loss of any artist's work or display materials during or after exhibition hours.
9. This is an outdoor event - so be prepared for inclement weather, especially rain and wind. There will be no refunds of booth fees for any reason 45 days before each show.
10. Music is not allowed per City Ordinance.
11. Concerning the merchandise bags that you give to your customers: 2.25 ml or thinner plastic sales bags are allowed to be used per City Ordinance. No other plastic bags are allowed.
12. All trash **must** be disposed of properly by artists.
13. No pets are allowed in booths during show hours because no dogs are allowed in Cathedral Park at any time during show hours.
14. Attitude and cooperation problems will affect the artist's future participation in Guild sponsored events.
15. Health practices will follow all state and city regulations at the time of the show as well as any safety regulations.

REFUNDS: Booth fees will be returned to any artists not accepted into these shows. Membership fees are not refundable.

I have read and I agree to comply with the exhibit rules and procedures outlined above. I understand that any noncompliance with these rules, procedures and regulations will result in my ejection from the show.

Signed: _____ Date: _____