

## Rules and Procedures - Cathedral Park Art Show Series

1. 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 well regarded downtown Santa Fe Show has 32 booths, is one block from the Plaza, next to the Drury Plaza and La Fonda Hotels. All artists are New Mexicans. Soaps and skin lotions are not acceptable. All decisions by the event committee are final.
2. 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.
3. Show hours are from 10 am to 5 pm each day. Set-up starts on Saturday only (not Friday) at 6 am and all artists must be **CHECKED IN BY 8 AM**. NO EXCEPTIONS! Arriving earlier is better as we have to "FIT" booths next to each other and some spaces are tight. Booths must be set up no later than 9:30 am. Event organizers decide booth arrangement for the good of all artists, media and attendees. Arranging your art may take until 10 am. Do not come late! Late comers will be noted and may affect future participation. All artists must plan ahead and hire/bring booth helpers that will arrive together. No artists can change their booth placement. Breakdown is after 5pm on last day of the show. Move your hand truck or dolly on the center brick pathway but do not BLOCK the pathway at any time.
4. 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, and **must** have a minimum of 40 LBS of grounded booth weights per tent pole. The booth area is all grass and no stakes are allowed per city rules.
5. 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 **9:30 am**. The artist is personally responsible for all damages their booth causes during the show.
6. 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.
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. Secure your booth and weights before leaving at night. If it rains, the Event Chair will consider early breakdown, but no artist leaves without ALL artists leaving. So stay and get clarity from the Event Chair at Booth #2 - as we all stay or leave as one show per City Rules.
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 in the provided city trash containers.
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 causing issues may be included in consideration of 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. Port-a-Potty will be at rear with combo lock #2023.

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: \_\_\_\_\_