

Revised April 2005



# UMC SHOW RULES

**PREAMBLE** - The following rules will apply to ALL shows sponsored by UMC. They may be superseded, added to, modified, or changed only by specific show rules issued by the Board of Directors.

**APPLICANTS AND APPLICATIONS:** UMC shows are open to all dues paid Maine residents who are in good standing at the time of the application and at the time of the show. Applications will be considered subject to the rules, restrictions, or limitations of the specific show. Applicants must be Primary Members and may not act as agents or dealers for other members or manufacturers. Applications must be filled out completely, and the deposit must accompany submission of same. If an application cannot be approved, the fee will be returned, and the applicants name be placed on a proper waiting list, when appropriate. A photo of each craft category you will be exhibiting is required with each application, and will be returned in your registration packet at the show. A business size self-addressed stamped envelope is required with each show application.

**SPACE USE:** No more than 2 Primary Memberships may occupy one booth, exhibiting only their own work as listed on the application. If members share a booth, the limit is 2 craft categories per booth. A Primary Member may only have two crafts per booth. (Primary member is the person who designs and makes the product in his/her own facility.) Displays must be set up within the space contracted for, and must be sturdy, tasteful, uncluttered and professional. Tables must be covered to the floor on all visible sides. Please, no frayed edges, paper or mismatches. Spaces must be kept clean and tidy, stock boxes out of sight during show hours. At the shows end, the exhibitor must remove all his trash, remove tapes from the floor, and put tables and chairs in designated areas as applicable. Booths may not be dismantled prior to the closing hour of the show. Anyone who breaks down before the closing hour of the show will not be allowed to do that same show the next year.

**EXHIBITION:** Only craftwork of the Primary Member may be shown and offered for sale, and must be of lasting quality. (An Associate Member is a partner or family member assisting in the crafting of the product. Up to 3 Associate Members are allowed in UMC.)

To be considered “hand crafted” and to be exhibited at UMC shows, a product must meet all of the following criteria:

- \*Be an original creation of the Primary Membership (supervision alone does not constitute creation)
- \*Involve substantial alteration of basic materials
- \*Be primarily created within the member’s facility
- \*Show acceptable level of expertise and craftsmanship

In addition, “hand crafted” items will not be:

- \*Made from kits
- \*Manufactured items
- \*Resale items
- \*Simple enhancement of purchased items
- \*Simple assembly of purchased items
- \*If the work before computer enhancement contains any items downloaded from the internet or any other source, it is not acceptable for display at a UMC show. Original work enhanced by a computer and associated equipment is acceptable.

There can be no display or signs indicating sale, seconds, “mark downs”, or “show specials”, and all signs must be neatly lettered and professional in appearance. Displays must be set up and ready for business at show opening, and may not be dismantled until the show is officially closed. Booths must be manned at all times during the show hours by the Primary Member or the Associate Member(s).

Display height policy: Inside spaces can be no higher than 8 feet - Excluding lights. However, UMC cannot guarantee all facilities and locations can accommodate this height. Outside spaces can go no higher than the canopy. All signage must be contained within your space.

Music vendors are allowed to only play their music within their booth, nowhere outside their booth. Music must be played at a volume comfortable to the other crafters around them. If ever in question, a ruling will be made by the show director. UMC may play music at shows to add ambiance to the show, at the director's discretion.

If members do not adhere to show parking rules, he/she will not be permitted to do that show the following year.

If you do not call prior to the show of a cancellation, you are ineligible to do the same show the following year.

Food crafters will be positioned at shows in the same manner as any other crafter, except for Cumberland that will be in the food tent. Food will be a separate category and lotteried as any other category.

UMC does not allow crafters to sell accessories separately that they do not make.

UMC considers copycatting unethical.

**EXHIBITORS:** Exhibitors must be courteous and attentive to the public, and maintain a professional manner.

This professional manner must extend to fellow craftspeople, volunteers and workers involved with the running of the shows. Dress and personal grooming must be neat and clean. Consumption of alcohol and use of drugs is prohibited. There will be no smoking in the booth, only in designated areas at each show. Exhibitors bringing children must have them under personal control at all times and within their rented space. No animals are allowed on the show grounds. Exhibitors must park their cars in the designated areas except when loading or unloading during the specific set-up or breakdown times. Exhibitors with special requests in variance with show rules must have previous approval from the Show Coordinator.

**COMPLIANCE:** Exhibitors, in signing the show application, agree to comply with these and specific show rules to preserve the integrity of the show, and in fairness to other members who do abide by the rules. The Show Coordinator, any Board Member, or the Enforcement Committee has the authority to, and will:

A. Require compliance with all show rules.

B. Require the change or removal of a display considered unsafe or one that interferes with another exhibitor's space or display.

C. Require removal from sale those items not in accordance with show rules.

D. Require any exhibitor who refuses to comply with show rules (after 1 warning from the Show

Coordinator) to leave the premises, no fee refunded, making his or her Primary Membership

ineligible to exhibit in UMC shows. A Primary Member who seeks redress from being ineligible to

exhibit in UMC shows shall file a written request for a hearing, which will be heard at a meeting of the Board of Directors.

The Board of Directors shall mail the ineligible Primary Member a written notice of specific reasons for the member's ineligibility, including a statement of the specific show rules violated and the date, place, and manner of the violation. The notice shall also state the date, time and place of the hearing. This notice shall be mailed to the ineligible member at his or her address as shown in the UMC records, no later than 1 week prior to the date of the hearing.

At this hearing, the Show Coordinator or the Enforcement Committee who has filed the complaint against the member shall make a statement to the Board of Directors of the reasons for his or her actions. Other members shall then be given an opportunity to present statements in support of the Show Coordinator or Enforcement Committee's actions. The ineligible member shall then be given an opportunity to make a statement, present supporting statements from members, and otherwise display to the satisfaction of the Board of Directors that he or she did not violate the show rules as alleged in the notice.

The Board of Directors has the discretion to affirm, reverse or modify the specific Show Coordinator's or Enforcement Committee's decision, as it deems fit under the circumstances.

Any member may file a written request with the Board of Directors, asking that the Board of Directors hold a hearing to determine whether another member may be violating show rules. The Board of Directors shall hold a hearing at a Board of directors meeting, provided that the member who is the subject of the request has been given notice in the time and manner as written above.

The hearing procedure shall be as provided above, except that the member who filed the request shall have the burden of establishing to the satisfaction of the Board of Directors that the member who is the subject of the request has violated show rules as alleged in the notice.

The Board of Directors may take any action it deems appropriate under the circumstances.

The ineligible member will be notified of the results of this meeting within two weeks of the meeting.