

SAUGATUCK DOUGLAS ART CLUB  
 VILLAGE SQUARE ART AND FINE CRAFTS FAIR  
 Always on the last Saturday in July.  
[www.saugatuckdouglasartclub.org](http://www.saugatuckdouglasartclub.org)

## APPLYING

1. WHO SHOULD APPLY. All artists and craftspeople are welcome whose work is ORIGINAL. ALL WORK MUST BE HAND-CRAFTED AND DESIGNED BY THE EXHIBITOR. NO MASS PRODUCED WORK. NO BUY-SELL. No commercial dealers or wholesalers. Artists reusing found objects in new ways are welcome, but assembly of pre-manufactured parts does not constitute hand-crafting. Because of complaints by our retail community these rules will be strictly enforced. Our customers expect an artist and artisan focused fair, and we do not welcome vendors who focus on the sale of mass-produced items.
2. CATEGORIES FOR SALE. Please limit items for sale in any one booth to three categories or less (e.g. wood items, prints, cloth jackets). We try to balance the arts and crafts offered at this fair and will stop accepting certain categories as the fair fills up. Applying early is your best approach. We always have more jewelry applications than we can accommodate, so if jewelry is one of your categories, apply by April 1 as we plan to do only one round of jewelry jurying. We prohibit the sale of weapons or toy weapons at this fair.
3. BOOTHS. A space number will be assigned to you from the map available on the website. PLEASE CHECK THE MAP for your desired space numbers. Please refer to the map for your desired area as numbers sometimes change year to year. Space sizes vary, however, nearly all will accommodate a 10 x 10 canopy. Canopies cannot be used in spaces labeled on the map as 9 x 10 spaces, or as "no canopy" (#105, #111). Double-front ("space and a half") booths are 10.5 x 15.5 ft. The vendor, his/her work and displays must be contained within the assigned space. If you have special needs let us know and we will try to help. Vendors must provide their own display canopy. This should be sufficiently sturdy to withstand weather and crowds. Spaces on the north side of Main Street back up over the curb and into the lawn space behind so your canopy must be adjustable if you use one of those spaces. We must preserve a 13 foot fire lane down Main Street as required by the Fire Department.
4. CHOICE OF LOCATION. Please provide us with more than one choice. Not all requests can be honored. If you have a favorite location, please consult the Village Square map on the website to find that particular booth location. We will confirm your reservation and assign your space number according to date of receipt of application.
5. FEES. See application for fee schedule.
6. PHOTOS and JURYING. Please send one digital photo of your booth set-up, one digital photo of you making one of your pieces, and at least three close-ups showing your work. Close-ups should document each category you tell us you plan to sell. Photos will be juried to allow the Art Club to maintain and improve the high quality of the show, and used to audit your booth at the fair. Digital photographs may be submitted via email to [artclub@saugatuckdouglasartclub.org](mailto:artclub@saugatuckdouglasartclub.org) or on a CD with your application. CDs will be returned at the time of the art fair or by special arrangements.

## EXHIBITING

1. **SETUP.** You will be assigned a setup time (starting at 6:30 A.M.) based on your booth location. Please do not setup earlier as this will cause added congestion. **SET UP TIMES IN THE PLAYGROUND AREA (#424 to #438) ARE 7:30-9:30 A.M TO NOT DISTURB VISITORS IN THE NEARBY HOTELS.** Do not arrive earlier to setup in this area because you will have to wait till 7:30. No stakes are to be used on any lawn area, as there is a sprinkler system. Places are held until 9:30 A.M on fair day. Then unclaimed booths will be available to our waiting list.
2. **TRAFFIC AND PARKING.** Please observe that traffic flows southbound on Butler Street during setup and takedown. Offsite parking and a free parking shuttle are provided. Shuttle operating times will be announced when application acceptances are mailed. You will receive a map when you check-in directing you to the offsite parking at registration. All vehicles **MUST** be cleared from the area by 10 AM.
3. **AUDIT.** We will audit your display and wares for compliance with your application and photos. If merchandise is present that has not been juried, or if it is not by the artist who applied, you will be asked to put those items away. The Art Club charges no commission and the chairpersons reserve the right to reject any work considered by them to be unacceptable.
4. **TRANSACTIONS.** Participating artists and craftspeople must be present to transact all sales and are responsible for the State of Michigan sales tax on all sales made during the show. No artist, no show.
5. **TAKEDOWN.** At take-down time we encourage vendors to tear down and stack their wares and displays before returning with their vehicles, in the interest of minimizing traffic congestion. Your cooperation is necessary to allow an efficient take-down process that minimizes waiting for other vendors. Each vendor is responsible for removing his or her display and art work, and cleaning the space before 7:30 PM.
6. **DISCLAIMERS.** An accepted application is a commitment to the show and **NO REFUNDS** will be made for cancellations or weather once the confirmation has been sent. Neither the Art Club nor the City of Saugatuck shall be responsible for any loss or damage to a vendor's display or work, or any injury resulting in any way from participation in the show.
7. **FOOD VENDORS.** There are two takeaway food booths permitted at the fair (#100, #200). Please contact the chairpersons regarding the rules and fees for such vendors. We do not admit other vendors selling foodstuffs, and recommend you contact appropriate sales venues such as the several farmers' markets in the area. Power or water cannot be made available to other booths, nor are generators or propane fueled equipment allowed in them.

We hope to see you in July. The chairpersons are: Bonnie Lowe and Jim Hanson

269-857-2677 269-857-4823

[artclub@saugatuckdouglasartclub.org](mailto:artclub@saugatuckdouglasartclub.org)