

SAUGATUCK DOUGLAS ART CLUB

Always on the last Saturday in July

UNLOAD TIMES are assigned with your confirmation

PARKING SHUTTLE runs from 6:30—9:30 a.m., and 5:00—7:00 p.m.

VILLAGE SQUARE ART AND FINE CRAFTS FAIR

www.saugatuckdouglasartclub.org

VENDOR PARKING is off-site

1. Additional fees: Entries received after April 1 will be charged a late entry fee of \$10. Entries including printed photos in place of digital images submitted on CD or email will be charged a \$10 processing fee. We cash your check on receipt. If a refund is necessary we will issue another check to you.
2. Please limit items for sale in any one booth to three categories or less (e.g. wood items, prints, cloth jackets). We require five digital images – three of your work, one of your booth, one of you doing the work. Digital images should show a representative piece from each category and will be juried to allow the Art Club to maintain and improve the high quality of the show. Digital images (JPGs are preferred) may be submitted via email to artclub@saugatuckdouglasartclub.org or on a CD with your application. Extremely small digital images can't be juried. A common size our applicants provide is 2700 x 1800 pixels (9" x 6"). CDs will be returned if appropriate postage is supplied with your application. Sending printed photos will require an additional scanning fee. We balance the arts and crafts offered at this fair and must limit certain categories as the need arises. Applying early is your best approach. We will close off applications when the fair fills up or when the date for the fair nears.
3. We will audit your display and wares for compliance with your application and submitted images. 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. 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. Assembly of pre-manufactured parts may not constitute hand-crafting. Because of complaints by our retail community these rules will be strictly enforced. 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. Weapons and toy weapons may not be sold. Our customers expect an artist and artisan focused fair, and we do not welcome vendors who sell mass-produced items. Aside from the two takeaway food vendors permitted by the City, we have chosen not to admit other vendors selling foodstuffs, and recommend that they contact appropriate sales venues such as the several farmers' markets in the area.
4. The vendor, his/her work and displays must be contained within the assigned space. Vendors must provide his/her 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. This is to preserve a fire lane down Main Street as required by the Fire Department.
5. PLEASE CHECK THE MAP for your desired space numbers. A booth number will be assigned to you from the map available on the website. 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" (#102, #105, #111, #314). Space and-a-half booths are 10.5 x 15.5 ft. Please provide us with more than one choice of desired space. Not all requests can be honored. If you want last year's space mark "LAST YEAR'S" under your first space preference on the application. After jurying, if accepted, we will confirm your reservation and assign your space number according to date of receipt of application.
6. Places are held until 9:30 A.M on fair day. Then unclaimed booths will be available to our waiting list. The Art Club charges no commission and the chairpersons reserve the right to reject any work considered by them to be unacceptable. 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 display or work, or any injury resulting in any way from participation in the show.
7. You will be assigned a setup time based on your booth location. The club's check-in booth will be open when setup begins. Please do not setup earlier as this will cause added congestion. SET UP TIMES IN THE PLAYGROUND AREA (#423 to #437) ARE 7:30-9:30 A.M TO ACCOMMODATE VISITORS IN THE NEARBY HOTELS.
8. No stakes are to be used on any lawn area, as there is a sprinkler system. All vehicles MUST be cleared from the area by 10 AM. Please observe that traffic flows southbound on Butler Street during setup and takedown. Offsite parking and a free parking shuttle are provided. Do not park downtown; your customers need those spaces. We monitor compliance. You will receive a map when you check-in directing you to the offsite parking at registration.
9. **At take-down time we require 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 7:00 PM.**
10. There are two takeaway food booths permitted at the fair (#100, #101). Please contact the chairpersons regarding the rules for such vendors. Power or water cannot be made available to other booths, nor are generators or propane fueled equipment allowed in them. We look forward to seeing you in July. Contact the chairpersons at artclub@saugatuckdouglasartclub.org