



## UNITED MAINE CRAFTSMEN POLICIES

### **GENERAL**

- All UMC shows and advertising will have the United Maine Craftsmen name and logo.
- All returned check fees will be charged to the crafter.
- Primary and Associate Members dues will be decided by the Board.
- Mileage reimbursement will be in accordance with the standard IRS mileage rate for volunteers and paid staff and will be adjusted accordingly.
- UMC will not be held responsible for business conducted between the customer and the craftsperson.
- Minimum age requirements to become a Primary or Associate Member are 18.
- Any changes to the Show rules and Policies made by the Board will be updated on the master copy in the UMC office.
- Copies of meeting minutes and abbreviated treasurer's report will be provided to the membership after Board approval.

### **BOARD**

- The Board may remove any Board Member who misses more than two (2) meetings in a calendar year.
- Executive Board members will receive \$175 per show for a maximum of three (3) shows per year. Board Members will receive \$175 toward the cost of one (1) show per year. Free spaces for newly elected Board Members will start in the following calendar year. Executive Board Members whose term is completed in August will receive his/her spaces for that year.
- Office Administrators may not serve on the Board of Directors.

### **EDUCATION**

- Any educational seminar put on by UMC will be implemented and overseen by the Executive Board and be free to Members.
- Scholarships will be awarded based on the recommendation of the Scholarship Committee and approval by the Board.
- The amount of the scholarship(s) is set by the Board.

### **MEMBERSHIP**

- Membership applications will be reviewed by the Jury Committee at three (3) established meetings per year. Members on record as of 12/31/16 will be grandfathered from jurying, as long as membership remains active without interruption.

## **APPLICATIONS**

- Show applications will be approved as received until the category is full. Once a category is full, applicants will be placed on a waiting list. The process for the Jewelry category will be as outlined in the Jewelry Exhibitor Application Supplement.
- 50% of the space fee is due with the application and the balance due 60 days prior to the event.

## **SHOWS**

- Cancellations will be accepted and monies paid will be refunded up until the NO REFUND date stated on the show application; all cancellations are subject to a \$25 cancellation fee.
- Gate fees are determined by the Board.
- No photographs will be taken at shows without exhibitor's permission.
- There will be no more than 10% of any craft category at a show except for the Flaherty Farm Arts & Craft Show.
- All Show Directors will be hired in the same manner via an interview process. Reviews will be performed annually.
- There may be a review of products displayed at shows to ensure they meet UMC standards.

## **SALE OF FOOD**

- Baked goods are allowed providing they are packaged securely and labeled.

*Revised and approved by the Board of Directors on March 12, 2017*

*Revised and approved by the Board of Directors on February 18, 2016*