



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 They may be superseded, added to, modified or changed only by the vote of the Board of Directors.

APPLICANTS AND APPLICATIONS: UMC shows are open to all members who are in good standing at the time of the application and at the time of the show.

- A **Primary Member** is the person who designs and makes the product in their own facility.
- An **Associate Member** is a partner or family member assisting in the crafting and/or selling of the product. Up to three Associate Members are allowed in UMC.
- 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 the application cannot be approved or processed, 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 two Primary Members may occupy one booth, exhibiting only their own work as listed on the application. If two Primary Members share a booth, the limit is two craft categories per booth. Neither crafter is able to utilize a secondary category.
- A Primary Member may only have two crafts per booth. The second category can only be 25% of display.
- Displays and samples must be set up within the space contracted for and must be sturdy, tasteful, uncluttered and professional.
- Displays must be set up and ready for business at least 15 minutes prior to show opening and may be not dismantled until the show is officially closed.
- An exit must be from exhibitors own booth.
- Set up may take place during specified hours only.
- Displays must be clean, crisp and professional; table coverings must reach the floor, be clean and not frayed or mismatched.
- Spaces must be kept clean and tidy; stock boxes and show supplies out of sight during show hours.
- At the shows end, the exhibitor must remove all their trash, remove tapes from the floor and put tables and chairs in designated areas as applicable.
- There can be no display or signs indicating sale, seconds, mark downs, show specials or raffles.
- All signs must be neatly lettered and professional in appearance.
- Booths must be manned at all times during the show hours by a Primary Member or an Associate Member(s).
- Display height on 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 be no higher than the canopy. All items including signage must be contained within your space.

EXHIBITION: Only craftwork of the Primary Member may be shown and offered for sale and must be of lasting quality. To be considered handcrafted and to be exhibited at UMC shows, a product must meet ALL of the following criteria:

- Be an original creation of the Primary Member (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, handcrafted items will NOT be:

- Made from kits
- Manufactured items unless items are allowed by UMC
- Resale items
- Simple enhancement of purchased items
- Simple assembly of purchased items
- Downloads or enhanced downloads are not acceptable. Original work enhanced by a computer and associated equipment is acceptable.
- Enhanced fragrances
- Products with an open flame

Also:

- 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. No amplification of music is allowed. 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 Show Director's discretion.
- Products not made by the crafter can be sold ONLY if they are incorporated into the finished product and do not make up the majority of their product. These components cannot be sold separately.
- UMC considers copycatting to be unethical.

EXHIBITORS RESPONSIBILITIES:

- 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.
- Booth must be supervised at all times.
- Dress and personal grooming must be neat and clean. Consumption of alcohol and use of drugs is prohibited.
- Smoking will be in designated areas only.
- Exhibitors bringing children must have them under personal control at all times and within their rented space.
- No animals are allowed at inside shows other than service animals.
- Exhibitors must park their vehicles in the designated areas. Cars should be promptly unloaded and moved before set up. Crafters must breakdown and be packed up before retrieving car at the close of the show.
- Exhibitors with special needs in variance with show rules must have prior approval from the Show Director.
- All exhibitors must have a valid Maine Sales Tax certificate.
- Food vendors must have a valid copy of their food license on file with the UMC Office.

COMPLIANCE: Any exhibitor, who refuses to comply with show rules, after one verbal warning, will receive a written non-compliance form. This form will be reviewed by the Board of Directors for further action. The exhibitor has the right to attend the Board meeting or submit a written response. Consequences may include revocation of membership or forfeiture of future shows with no refund. In extreme cases, exhibitor may be removed from show premises.

Revised and approved by the Board of Directors 1/14/18

Approved by the Board of Directors 5/23/17