



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 They may be superseded, added to, modified or changed only by the vote of the Board of Directors.

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.

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. Exceptions require UMC Board approval.
- 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 shall be considered subject to the rules, restrictions or limitations of the specific show.
- Applicants shall be Primary Members and may not act as agents or dealers for other members or manufacturers.
- Applications shall be processed once UMC receives completed applications and an appropriate deposit. If the application cannot be approved or processed, the fee shall be returned and the applicant's name shall be placed on a proper waiting list, when appropriate.

SPACE USE:

- **Product:**
 - 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 can utilize a secondary category.
 - A Primary Member may only have two crafts per booth.
 - The second category can only be 25% of display.
- **Booth Setup/Display:**
 - Set up may take place during specified hours only
 - Displays shall be set up and ready for business at least 15 minutes prior to show opening and may not be dismantled until the show is officially closed.
 - Display height on inside spaces shall be no higher than 8 feet, excluding lights.
 - UMC does not guarantee that all facilities and locations are able to accommodate an 8-foot height.
 - Outside spaces can be no higher than the canopy.
 - All items, including signage, shall be contained within your space.

SPACE USE (cont.):

- Displays and samples shall be set up within the space contracted for and must be sturdy, tasteful, uncluttered and professional.
 - Displays shall be clean, crisp and professional from all angles (front, back and sides).
 - Table coverings must be within 1 to 2 inches from the floor, concealing all items under tables and be clean and not frayed.
 - Back drop shall be used for booths where table coverings only cover front and sides
 - Back drop is not necessary for booths where table coverings cover all sides of the table
- **Maintain a Professional Space:**
 - An exit must be from exhibitor's own booth
 - All signs must be neatly lettered and professional in appearance.
 - Booths shall not display signs indicating sale, seconds, mark downs, show specials or raffles
 - Spaces must be kept clean and tidy; stock boxes and show supplies should be out of sight during show hours.
 - Booths must always be manned during the show hours by a Primary Member or an Associate Member(s).
- **Break down/End of Show:**
 - Exhibitor must remove all trash, remove tape from the floor and put tables and chairs in designated areas, if applicable.

EXHIBITION: To be considered handcrafted, and to be exhibited at UMC shows, a product must meet ALL the following criteria.

- Only the craftwork of the Primary Member shall be shown and offered for sale.
 - **Product shall be:**
 - An original creation the Primary Member (supervision alone does not constitute creation)
 - Primarily created within the member's facility. (Exceptions require UMC board approval)
 - Involve substantial alteration of basic materials
 - Show acceptable level of expertise and craftsmanship
 - 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 product.
 - These components cannot be sold separately.
 - **Product shall NOT be:**
 - Made from kits
 - Manufactured items (Exceptions require UMC board approval)
 - Resale items
 - Simple enhancement of purchased items
 - Simple assembly of purchased items
 - Downloads or enhanced downloads are not acceptable
 - Enhanced fragrances
 - Products with an open flame
 - The use of sprays, perfumes, etc. to enhance a product or the booth itself is strictly prohibited.
 - Music vendors can 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.
 - UMC considers copycatting to be unethical.

EXHIBITORS RESPONSIBILITIES:

- UMC events are NON-SMOKING
 - Vaping and smoking tobacco products shall be done in designated areas only.
 - Smoking marijuana or eating of any marijuana products is prohibited on show property.
- Consumption of alcohol and use of drugs is prohibited on show property.
- If determined to be under the influence of drugs or intoxicated, exhibitor will be asked to leave show and will be documented on non-compliance form.
- No animals are allowed at all shows other than service animals
- Exhibitors must be courteous, attentive, and professional to the public, fellow craftspeople, volunteers and workers involved with the running of the shows.
- Dress professional and appropriate, have good hygiene.
- Exhibitors bringing children shall always have them under personal control and within their rented space.
- Exhibitors shall park their vehicles in the designated areas.
 - Refer to show setup schedule for specific times.
 - Cars should be promptly unloaded and moved to designated areas before show start time.
 - Exhibitors shall breakdown and be packed up before retrieving car at the close of the show.
- Exhibitors with special needs must coordinate with 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.
- If crafters need to cancel from a show, the following notifications need to be accomplished: Contact the show director and UMC administrator with an email and phone call as soon as possible.

Revised and approved by the Board of Directors 10/22/2019

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