



# INFORMATION & GUIDELINES

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## Check-In

Check-in is available during the following times:

- **Friday, July 21st from 7:00 AM to 3:00 PM & Saturday, July 22nd from 7:00 AM to 9:00 AM.**

All exhibitors must check-in at the pavilion and be ready to sell at 10:00 AM on Saturday July 23<sup>rd</sup>. You will receive a welcome package that will include all necessary parking permits, information sheets, and any pre-ordered meal tickets. You will also receive a sign with your booth number, which must be displayed on the front of your booth, in the top right-hand corner. **Please be prepared to show picture identification upon check-in. The registered artist must be onsite all weekend.**

## Booth Space and Tents

Booth size is 14' x 15'. All exhibitors must provide their own set-up supplies: tent (your own or rented), tables, chairs, shelves, backdrops, etc. **The booths will be distanced from each other to allow for distance and traffic flow around the booths. Please align your tent with the front of your space.**

Upon arrival, there will be 4 corner flags around each booth space and 1 center flag with your booth number. After setting up your booth, return all 5 flags to the main shelter check-in area. If you need assistance or have any questions, staff members will be on site to help.

*Please note: If your booth is not set-up properly, Akron Arts Expo staff will move your booth to the correct position. The Akron Arts Expo is not responsible for any lost or damaged items. We will be sure to call before we move your booth in hopes that you can come back to the grounds and re-position your booth.*

All exhibitor tents must be white or off white in color and be NO larger than the 14' x 15' space unless you have paid for a double booth. Even if the space has no one behind it the tent must be in the space. **The safety of our artists and patrons are very important to us.** As this is an outdoor show, tents must be sturdy enough to withstand normal weather conditions. Tents must be weighted properly and tent stakes are allowed. If there is a question about the safety of a tent and the potential threat it might cause others, Akron Arts Expo staff reserves the right to evaluate the situation and ask for the removal of the tent if deemed necessary.

## Vehicles & Parking

There will be **ABSOLUTELY NO TRAFFIC OR UNLOADING** permitted on the park grounds after 6:00 PM on Friday and all artist out of artist area by 7:00 pm. Vehicles will not be permitted on grounds until 7:00 AM Saturday morning. Please arrange your schedule accordingly. On Saturday and Sunday, there will be no vehicles permitted on the grounds during show hours. No exceptions.

**The artist area will have one way vehicle traffic down the booth aisles. This will allow for safer load in/load out. Please enter by the registration pavilion and exit out the other side. We will have extra staff and volunteers on site to help during set-up and take down to help find booths and guide vehicles through the area. Please note that parking in the aisles will be on the left side only, this will allow for a clear lane to get vehicles through. We know a smooth load in/load out experience is important to everyone. Therefore we are asking all artists to unload their vehicles as quickly as possible and move their vehicle to a parking area. For load out we are asking all artists to prepare as much as possible before bringing their vehicle onto the grounds.** We do our best to help artists get their vehicles as close to their booths as possible for load in/out, but during high traffic times, artists must be prepared to move items by dolly if needed. Dollying may also be required if the grounds are not passable due to the weather.

Special parking areas are designated for campers, RV's, handicapped and other exceptionally large vehicles. **You must display your parking pass at all times in the front window of your vehicle.** Violators will be issued a parking citation and/or be towed. Please be considerate of your booth neighbors and do not block drive through areas.

## **Security**

There will be security on site from Friday, July 21st - Sunday, July 24th between the hours of 5:00 PM and 8:00 AM. You are responsible to secure your booth each night. The Akron Arts Expo is not responsible for any damage, loss or physical injury during the above hours or during the Akron Arts Expo.

## **Food**

Breakfast will be served in the café tent this year. Breakfast on Saturday and Sunday are served from 7:30-9:30 am. The Artist Reception is not happening this year. Some onsite food vendors will stay open after the show on Saturday if you are interested in dinner.

## **Silent Auction**

Silent Auction will not take place in 2023. Items for the silent auction are donated by artists and with how difficult this past few years has been we do not want to ask you to give more.

## **Booth Sitters**

Booth sitters are available for 30 minute intervals at your request. **The booth sitter number 330-812-7866. Please feel free to text with your booth number and the time you are requesting a sitter.** You will be able to request a booth sitter by (1) requesting one at check-in, (2) texting or calling the booth sitter phone number throughout the weekend, or (3) visiting the pavilion. Booth sitters are not permitted to sell any merchandise or handle any monies.

## **Show Auditor**

The Akron Arts Expo enjoys a reputation of attracting and showcasing the work of a diverse artistic community. The integrity, authenticity and originality of the artist works is paramount to the success and reputation of both individual artists and the show. Starting this year we will have a show auditor onsite during set-up and throughout the show. The auditor will follow the rules and guidelines laid out in the show description and information. If it is determined to be an infringement of these, Akron Arts Expo reserves the right to require an artist to remove work from their booth or require an artist to leave all together. Refunds will not be given to any person who is asked to leave. Artwork displayed in booth is to be comprised of no less than 60% original work and 40% reproduction.

## **Awards**

Judging will begin on Saturday, July 22nd at 11:00 AM. To make the judging process run smoothly, please have your booth number clearly displayed on the front of your booth, in the top right corner (as you face the booth). Award winners will be notified on Sunday morning by show staff. Judges will be scoring based on the following criteria: **1.** Originality, execution and creativity **2.** Design **3.** Workmanship/quality **4.** Display of media **5.** All items of sale represent media for their category.

## **Sales Tax**

Artists are responsible for collecting Ohio sales tax and payment thereof to the state. The current sales tax for Summit County, where the show is held, is **6.75%**.

## **Clean Up**

All exhibitors are responsible to clean up their site prior to leaving each night. Small trash bags will be part of your welcome packet. Please use the trash containers throughout the park or the two large dumpsters at both ends of the park to dispose of those bags or any other trash you have. If you need a special trash pick-up or need additional garbage bags, contact the main shelter. General trash clean up will be handled by Akron Arts Expo staff throughout the event.

## **Safety Measures**

Akron Arts Expo staff will be vigilant about wiping down public spaces such as restrooms, tables and benches. There will be staff walking throughout the event to help make sure compliance is happening. Artists are responsible for supplying and wiping down their own items.