



Utica Parks and Recreation
Old Mill Arts and Crafts
7550 Auburn Rd.
Utica, MI 48317

Dear Exhibitor:

The Utica Parks and Recreation Commission will be hosting their eighteenth annual Arts and Crafts Festival to be held on July 26th and July 27th of the Year 2008.

The Festival will be held in the City of Utica's Grant Park.

Enclosed is a list of fees, regulations, application form and maps to the City of Utica and Grant Park.

This Festival, as in the past seventeen years, shall have security provided on Friday and Saturday evening.

Any questions about the "OLD MILL ARTS AND CRAFTS FESTIVAL" should be directed to the City Clerk's office at (586)739-1600 or email address: bemontag@comcast.net

Thank you,

Barbara E. Montag
Co-Chairs

Dennis Valimont
Co-Chairs

**“OLD MILL ARTS AND CRAFTS FESTIVAL”
RULES FOR PARTICIPATION**

- DATE/TIMES:** July 26, 2008 Saturday 10:00 a.m. – 5:00 p.m.
July 27, 2008 Sunday 10:00 a.m. – 4:00 p.m.
- SPONSOR:** The Utica Parks and Recreation Commission.
- LOCATION:** Grant Park, located on Hahn St., east of Van Dyke, four blocks north of Hall Rd. (M-59).
- ELIGIBILITY:** \$85.00 Entry fee (this will be returned if rejected, and no refunds given after June 1, 2008).
- BOOTH SIZE:** 15’ x 15’. If your set up is larger you will need two (2) booths. Exhibitors must supply their own display units, tables, chairs, electricity and sun protection.
- TENT AND PAVILLON SPACES** Limited tent/pavilion spaces are available at a cost of \$100.00 per space. The tent spaces are 10’ x 10’ each. The tents are for exhibitors who do not have their own tent. (Side curtains are not available).
- SELECTION:** The OLD MILL ARTS AND CRAFTS committee will be selecting the exhibitors. Exhibitors are asked to submit no less than four (4) photos (4x6 or smaller, please no slides) of recent work to be exhibited. One (1) photo must show your booth fully stocked and one (1) photo showing you making your art. We will keep the photos we need.
- FOR THOSE WHO WERE IN OUR SHOW LAST YEAR, WE DO NOT GUARANTEE THE SAME SPACE**
- DEADLINE:** The deadline for entry is June 1, 2008.
Notification will begin the end of May 2008
- PROCEDURES:** Complete application/registration form and sign the Liability/Risk statement. Return your application/registration form and photos with a check made payable to the “City of Utica.” **Also you MUST include a self-addressed envelope so that a response and any photos we do not need may be returned to you.**

MAIL TO:
CITY OF UTICA
OLD MILL ARTS AND CRAFTS FESTIVAL
7550 AUBURN ROAD
UTICA, MI 48317

SECURITY: This year's security shall be the same as last year's festival. There will be patrols of the exhibit areas on Friday and Saturday nights.

SET-UP Friday evening set-up will be permitted from 4:00 p.m. until 9:00 p.m. (earlier if the park is ready). Saturday morning set-up will be permitted from 6:00 a.m. until 10:00 a.m. The City of Utica will not be responsible for any loss or damage to artwork or display units. **CHECK-IN FIRST at the pavilion next to the tennis courts to receive your space number and packet.**

COMMISSION: None. Exhibitors are responsible for their own sales tax.

RULES:

- **Only the category that the exhibitor presented to the Selection Committee may be displayed in their booth,** all others not presented shall be removed.

- **No manufactured items are allowed.** (See the attached "Acceptable Media.") If exhibitors are found in violation, they will be asked to remove the item(s) or leave the show.

- Tables inside the booth shall have presentable skirting around them.

- Mayoral awards will be given to the winner in each media group.

SILENT AUCTION: Each artist is asked to donate one item(s) of at least a \$25 value to be auctioned that weekend.

COMPLIMENTS: Compliments of Utica Parks and Recreation Commission: Saturday – Coffee and donuts will be served underneath the pavilion from 7:00 a.m. to 10:00 a.m.

“Old Mill Arts and Crafts Festival”
 Application/Registration
 (Please print or type legibly)
ALL INFORMATION MUST BE COMPLETED
 (Include photos and S.A.S.E.)

NAME: _____
 BUSINESS NAME: _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIPCODE: _____
 PHONE: (____) _____
 DRIVER’S LICENSE NUMBER: _____ (must have)

MEDIA GROUP: _____
 Please explain your Art or Craft in detail: _____

_____ \$85.00 (15’ x 15’ Space)
 _____ \$100.00 Tent/Pavilion Spaces (These 10’ x 10’ spaces are limited)
 _____ **TOTAL ENCLOSED**

The undersigned applicant has read and understands the terms and conditions under which he/she will be allowed to participate in the “OLD MILL ARTS AND CRAFTS FESTIVAL 2008” TO BE HELD July 26th and 27th, 2008. In consideration of being allowed to participate in the Festival, the undersigned agrees for his/her executors, administrators and assigns to release, discharge, indemnify and hold harmless the CITY OF UTICA and the PARKS AND RECREATION COMMISSION and their assigns, agents, servants and employees of any form of claims or loss or injury which may be sustained by the undersigned in the consequence of being allowed to participate as an exhibitor during the “OLD MILL ARTS AND CRAFTS FESTIVAL 2008”.

DATE: _____ SIGNATURE: _____

Remember the S.A.S.E.

DO NOT WRITE BELOW THIS LINE



OFFICE USE ONLY

CHECK NUMBER: _____ DATE RECEIVED: _____
 ACCEPTED: _____ DATE: _____ REJECTED: _____ DATE: _____



Utica Parks and Recreation
Old Mill Arts and Crafts
7550 Auburn Rd.
Utica, MI 48317

Dear Exhibitor:

RE: Acceptable Media

Please be advised that as a result of a number of reports and a subsequent investigation, the Jury Committee is tightening its enforcement of the rule regarding acceptable media.

The exhibition of sale items not created by the artist has become a problem at many art fairs and festivals in a variety of different art medias. This makes it difficult for those who design and create their own pieces to compete with those who pass imported and other items as their own and sell them for less. This practice not only breaks the rules, but also tarnishes the reputation of the event. Our intent is to maintain the integrity of the art festival by enforcing our rule regarding acceptable media.

In our document titled, "Rules for Participation," under the Misc. section it states that, **NO MANUFACTURED ITEMS ALLOWED**. This requires that the sale of items that are a buy/sell, mass-produced, or manufactured in any way are to be strictly prohibited.

To enforce this rule the show committee will have to:

- **REJECT** any applicant that does not adhere to this rule.
- **EJECT** any artist that is found to be exhibiting any unacceptable items (whether it be all or part of your merchandise) at the show.

Any questions or concerns about the rules should be addressed by "Old Mill Arts and Crafts Festival Committee. You may contact the committee at (586) 739-1600 or email address bemontag@comcast.net.

Thank you,
Barbara Montag
Co-Chairs

Dennis Valimont
Co-Chairs