

December 15, 2019

**2020 EXHIBITOR INFORMATION**

**Laguna Craft Guild**

PO Box 1244, Laguna Beach, CA 92652

Dear Artist,

Attached you'll find the 2020 show schedule and exhibitor information.

As always, it is your responsibility to review and familiarize yourself with the rules governing our shows.

To become and remain a Craft Guild member, **you MUST live in** the city of Laguna Beach. No studios are accepted. Proof of residency is required for all new members; and renewal members may also be required to submit residency documents, at the request of the Board of Directors. The membership fee is valid for one calendar year (January to December), and this fee must be paid with the first show application, in order to exhibit.

Please note that, at this time, there is a wait-list to exhibit jewelry. If you wish to get on the jewelry wait-list, please complete and submit a membership application. We are unable to predict how long it will take to move up from the wait-list to jewelry exhibitor status. We no longer accept strung bead jewelry.

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**Laguna Craft Guild Artist Requirements:**

- City of Laguna Beach resident, at least 18 years of age.
- Provide current Laguna Beach City Business License (available from City Hall).
- Provide resale number from the State of California Franchise Tax Board.
- Must make your craft by hand, **no resale of manufactured or pre-made crafts, or items produced by another artist.**
- Must be at each craft show (to which you've applied) to sell and explain your craft process to visitors.
- Be willing to have a Board member come to your home, studio, or business to verify your process of making your art/craft.
- Artwork: no bath/skincare products, candles, or consumables (food).
- In accordance with the ADA, exhibitors requiring a service animal are permitted to bring the service animal to the Craft Guild show. The ADA defines "service animal" as an "*animal specifically trained to provide assistance to an individual with a disability*". Other pets are not permitted at the Craft Guild shows.

**Laguna Craft Guild 2018 Fees:**

Annual membership fee for 2018:	\$30
Show fee:	\$50
Late fee:	\$20
Returned check fee:	\$25

All show fees are due in advance, 10 days prior to show date; any fees received after the deadline will incur the late fee of \$20. Please do not combine payments for multiple show dates. Each show should be paid for separately with its own check and please note the show date on the memo line of your check.

We will fill available spots with paid member artists and first-time artists on a first-come, first-served basis, in order of receipt of fully-paid application. Spaces are limited, so once the show is filled, there will be a standby wait-list.

**There are NO refunds of any fees paid. This includes shows that you have paid for but cannot subsequently attend. NO FEES WILL BE APPLIED TO ANY OTHER SHOW DATE THAN THE SHOW TO WHICH YOU APPLIED. IF YOU CANNOT ATTEND, YOUR FEE IS FORFEITED. Please do not ask.**

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**Laguna Craft Guild 2020 Show Dates:**

<b><u>Spring 2020</u></b>	<b><u>Fall 2020</u></b>
January 5	October 11
January 19	October 25
February 9	November 8
February 16	
March 1	
March 15	
April 5	
April 19	
May 3	
May 24	
June 7	

### **Weather Cancellations:**

In the event of rain the morning of the scheduled show, the Board reserves the right to cancel or postpone the show. We will send any information we have via email, so please check your email in the morning. Depending on availability of the cobblestone area, the show may be rescheduled for one week later, with the exception of the June show. Artists will be advised accordingly.

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### **Show Unloading/Parking/Setup/Teardown Information**

#### **Unloading:**

Unloading for the show takes place on El Paseo Street, which terminates in the traffic circle, adjacent to the cobblestone area. Coming from North Laguna, make a right turn onto El Paseo. Approaching from South Laguna, you cannot make a left turn onto El Paseo – go around the block and enter from the other direction.

- Please arrive between 6:30 and 7:30A. El Paseo will be closed to exhibitor traffic after 7:30A. If you arrive later than 7:30A you will have to carry your displays in from an alternate location. If you arrive later than 8:00A, you may forfeit your space to anyone on the show wait-list.
- A Board member will direct you to park in an open unloading zone.
- Be sure to leave the 12' fire lane on El Paseo open. There must be access to the turn-around for ambulances, fire trucks or other emergency vehicles.
- We cannot under any circumstances block the parking spots for the shops at any time. (Metered parking spots are fine to park in).
- Do not block the ramp from the cobblestones to El Paseo. We must leave a wide space at the ramp to the cobblestones.
- On arrival, a Board member will direct you to your pre-assigned booth space. Spaces in this show are small and irregular, please be flexible. Due to city and local merchant requirements, no artist display can be higher than 6'.
- Unload your display/s and artwork in your assigned booth space, and then go park your vehicle.

#### **Parking:**

A Board member will give you a day-pass for parking, and this must be displayed on your dashboard that day, and then turned in to the teardown traffic supervisor when you return to pack out.

You may park your car for the day at the Wells Fargo Bank parking lot, located on Ocean Avenue. Please park on the side closest to PCH. Only one vehicle per exhibitor booth space, and there are no in-and-out privileges, because the bank will double-charge us for that. Help us keep your booth fees down, please!

**Setup:**

You are not permitted to setup your booth space until your vehicle has been moved from the unloading zone. Booths must be ready for business by 8:30A.

If exhibiting on the cobblestone area, note that city regulations stipulate that no booth, table, chair, or other structures will be placed on the grass or sidewalk at Main Beach Park or the pathways; all Craft Guild exhibitors must remain on the hardscape area of the cobblestones.

All umbrellas and canopies must be white. Note that, due to city and local merchant requirements, "EZ-Up" style canopies are only permitted in the traffic turn-around circle, not on the cobblestones.

**Teardown:**

Teardown for all artists will be determined by the Board, based on daylight hours. Artists in the traffic circle will teardown and pack out one hour prior to those on the cobblestones, to facilitate in-bound and out-bound traffic in the circle.

You have one hour for teardown. Do not teardown early, nor overstay the one-hour teardown limit. **If you do not teardown when directed, you jeopardize your membership in the Craft Guild.**

Pack your things up within your booth space, and check in with our show's teardown traffic supervisor. Once directed to do so by the supervisor, go get your vehicle. Only when the street is clear and space is available, you will be directed where to park on the traffic circle.

As soon as you park for teardown, return your parking day-pass to the supervisor.

Please, no backing in to the traffic circle, we need to be facing the same direction around the circle.

**For Further Information:**

Contact person:

Carmen Gundelach  
Laguna Craft Guild Secretary  
[lagunacraftguildsecretary@gmail.com](mailto:lagunacraftguildsecretary@gmail.com)