



INFORMATION & GUIDELINES

Check-In

Check-in is available during the following times:

- Friday, July 27, 2018 from 7:00 AM to 3:00 PM
- Saturday, July 28, 2018 from 7:00 AM to 9:00 AM.

Please note: Any exhibitor not checked in by 9:00 AM on Saturday forfeits booth space and fee.

All exhibitors must check-in at the pavilion, turn in your mandatory silent auction donation and be ready to sell at 10:00 AM on Saturday July 28th. You will receive a welcome package that will include all necessary parking permits, information sheets, evaluation sheets, program, t-shirts and any pre-ordered tickets (breakfasts, awards reception, Summer Uncorked). 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 15' x 15'. All exhibitors must provide their own set-up supplies: tent (your own or rented), tables, chairs, shelves, backdrops, etc. **Electricity is not available in the artist area.**

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 do not set-up your booth in the correct area, neighboring artists will not be able to set-up their booths properly. 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 loss 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 15' 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

Friday, July 27th, is the Summer Uncorked Wine Tasting and Silent Auction. There will be **ABSOLUTELY NO TRAFFIC OR UNLOADING** permitted on the park grounds after 5:00 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. 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

The Akron Police Department (APD) will be on grounds throughout the entire event. The APD will also be providing overnight security on the grounds, July 27th - July 29th, 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

All provided meals are served in the large white expo tent that sits in the middle of the park. Breakfast on Saturday and Sunday are served from 7:30-9:30 am. A little different this year will be Saturday evening. Instead of a sit down dinner we are going to have a reception with food stations. Doors open at 6:00 pm and food from 6:30-7:30 pm. Awards will be given during this time. During the show there are food vendors onsite on the other side of the expo tent.

Silent Auction

All artists participating in the Akron Arts Expo are required to donate an item to be used in our silent auctions. The auctions take place Friday during our Summer Uncorked wine tasting event, and Saturday/Sunday during the Akron Arts Expo. If the piece(s) are valued at \$100 or more the artist will receive a ticket to the Summer Uncorked event. Items will be collected during the Artist Registration check-in times.

Booth Sitters

Booth sitters are available for 30 minute intervals at your request. You will be able to request a booth sitter by (1) requesting one at check-in, (2) calling the booth sitter phone number you will receive at check-in that you can call for booth sitters throughout the weekend, or (3) visiting the pavilion. Booth sitters will be identified by Akron Arts Expo shirts and 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.

Awards

Judging will begin on Saturday, July 28th 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). Judges will be scoring based on the following criteria:

- Originality, execution and creativity
- Design
- Workmanship/quality
- Display of media
- All items of sale represent media for their category

Award winners will be honored at the Saturday evening Artist Awards Dinner at 7:00 PM. Award winners who are not in attendance will be presented with their award on Sunday morning.

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.

Tables, Chairs, & Equipment

No tables, chairs or equipment, that is not your property, may be used by exhibitors. They are either the property of the City of Akron or are currently being rented by the City of Akron.

Tent Rental

The rental company is still being finalized but the information will be emailed to you when it is decided.

Don't forget to fill out and return your Artist Check Sheet by June 1st.

Please contact Artist Coordinator Penny Bomba with any questions or concerns at 330-812-7866, 330-375-2806 or PBomba@akronohio.gov