

**SANTA BARBARA ARTS & CRAFTS SHOW
PROCEDURES & REGULATIONS**

Santa Barbara Municipal Code, Chapter 15.08.020, Title 15

The Council of the City of Santa Barbara finds and declares that the Public welfare and interest will be served by the establishment of a public arts and crafts show at an area in a beachfront park in the City to provide, among other things, recreational and cultural advantages to the public at large, and the encouragement of tourist interest and trade to the economic benefit of the community at large (Ord. 3626 S1.1974)

In accordance with this ordinance, the Parks and Recreation Director of the City of Santa Barbara, through the office of the Cultural Arts Division, administers the Santa Barbara Arts and Crafts Show.

The accompanying procedures and regulations are designed to provide pertinent information to prospective applicants and permit holders, in addition to facilitating congenial relations among permit holders and between permit holders and the public.

Santa Barbara Arts and Crafts Show Office
Cabrillo Pavilion Arts Center

1118 East Cabrillo Boulevard
Santa Barbara, CA 93103

(805) 897-1982

Monday through Friday, 9:00 a.m. - 5:00 p.m.

www.sbaacs.com

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CHAPTER I INFORMATION FOR APPLICANT

A. QUALIFICATION OF APPLICANT

- A.1 Applicant must be a resident of Santa Barbara County.
- A.2 Applicant must personally and individually produce all works exhibited for sale.
- A.3 Applicant must be present to sell his/her own work.

B. QUALIFICATION OF WORK

The Show is unique in that participants are not reviewed for approval on the basis of "quality". This allows for a range of abilities from beginners to seasoned professionals; it also leaves room for growth. However, realizing that poor workmanship reflects badly on the Show as a whole, the Advisory Committee will look at the workmanship of the items to be approved. The Committee will review applicant's work on the basis of whether it was individually and personally produced by the applicant and whether it is approvable according to the Show rules. **The principle feature of the completed item must be the work of the permit holder.**

- B.1 Work must be primarily produced in Santa Barbara County.
- B.2 **All works must be individually and personally produced by the permit holder. Permit holders cannot operate a production facility that employs individuals or be involved in any form of partnership or co-op for the purpose of producing articles of the same general nature as those he/she proposes to sell at the Show. Violation of this regulation results in automatic revocation of permit, without refund of fee.**
- B.3 The City has the right to inspect a permit holder's work facilities and observe production of the approved art/craft at any reasonable time (normal operation hours). The permit holder will specify on the Show application normal operation hours. Inspection will take place by City representative(s) and Advisory Committee representative(s). On initial visits, 24 hours advance notification will be provided. If a permit holder refuses access for inspection, it is grounds for possible permanent revocation of Show Permit. The City also has the right to follow up with other investigative means (including but not limited to a private investigator) to assure that works are **individually and personally** produced by the permit holder.
- B.4 Eligible categories of Art and Craft include: Casting, Graphic Arts, Painting, Photography, Sculpture, Ceramics, Glass, Jewelry, Leather, Macramé, Textiles, Wax and Wood. Other categories of work are acceptable but may be placed on probation at the discretion of the Advisory Committee, and reviewed at the end of the period. Probation period for new applicants is six (6) months. The probation period for permit holder's add-ons is two (2) months. The items to be reviewed must be displayed during the probation period. New applicants must display their probationary work a minimum of eight (8) times within that six (6) month period. The display of add-on items must be a minimum of five (5) times within that three (3) month period.

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- B.5 **The dominant appeal and principal feature of the finished item must be the art or craftsmanship of the permit holder. The work must contain handwork or some form of original artwork.** Items will be reviewed as to whether the commercially produced portion of the art or craft would be generally purchased as a functional item or art object on its own merit prior to incorporation into the art or craft. Also, the commercially produced portion will be reviewed as to whether it finishes a product or is itself a finished product.
- B.6 **Reproductions: Offset lithography, photo silk-screens and Polaroid processes are not permitted in the Show.** For the purposes of the Show, if there is an original from which a work is photographically or photo-mechanically copied, the resulting work is a reproduction. A work may not be a copy of another artwork unless the resulting work has been "substantially altered" to create a totally new design or effect.
- B.7 All molds used in works must be made by the permit holder and cannot be a copy of any work.
- B.8 All forms of craft or art that are purchased in kits are not permitted. No commercial pattern can be used unless it has been substantially altered by the permit holder.
- B.9 **Graphic art:** Photographers, lithographers, etchers, and other graphic artists in the Show must make their own negatives and plates and do their own printing. Photographers must print their work using a traditional chemical printing process, image/emulsion transfers or a digital printing process. Whatever the process, each print must be personally produced by the artist. In the digital printing process, photographers may have their own slides, negatives, transparencies or prints commercially scanned. Computer enhancement and/or manipulation of a photographer's image and digital printing is permitted for photography only. Commercial processing of color film is permitted but black and white film must be processed by the permit holder. Instamatic film processes and photomechanical reproductions of two-dimensional works are not permitted. **6/01**
- B.10 **Sculpture** is defined as items which are made from raw materials and are modeled, carved, or cast by hand by the artist. Assemblages which are predominantly welded, glued, or "arranged", in which the raw materials are not significantly changed, will be considered more craft than art. The object must be ornamental and non-functional to be in the Art Section.
- B.11 When the use of words is the principle feature of the permit holder's art, the work is prohibited. Words normally found in landscape scenes and used as such in a work; words are permitted **if incidental to the finished work**. No messages, mottos, or statements that are more important than the work will be allowed. (Date Original Rule Unknown; Modified 05/07)
- B.12 All found or purchased objects such as stones, shells, beads, driftwood, feathers, etc. are not permitted except as raw materials for a craft and must be substantially altered. Assemblages or putting together of these items to make a finished product is not permitted unless an appreciable and substantial change or alteration in design or function of the components is accomplished by the work of the permit holder. The work of the permit holder must be more important than the objects.

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- B.13 Commercially printed material such as textiles or ceramic tiles may be used only if incidental to the finished item or if such material is altered substantially in order to create a totally new design or effect. All-over repetitive designs are acceptable. Portraits, scenes, or prints that provide a focal point are not acceptable.
- B.14 **Ceramics** must be fired by the permit holder selling the product.
- B.15 Commercially produced findings, fastenings, or hardware (including belt buckles and jewelry chains) may be used but must be simple of design and secondary or incidental to the finished work. Commercially produced hair combs, barrettes, and hair clips may only be used as findings and when worn or utilized the finished item must show only the work of the permit holder.
- Liquid silver or gold tubing cannot be used unless it is incidental to the main craft of a permit holder, or if the tubing is made by the permit holder.
- Tumbled stones are not allowed in the Show except as incidental to the main craft.
- Cut coin jewelry is not allowed in the Show.
- B.16 Shoes must be hand-crafted in their entirety by the permit holder, with the exception of buckles, buttons, or laces.
- B.17 **Pillows, sachets, and hair scrunchies** must be more than two pieces of fabric stitched together. They must contain handwork such as non-commercial appliqué designs, needlework, patchwork, or some form of original artwork.
- B.18 Dried or pressed flowers, preserved insects, and other types of flora and fauna are permitted only if incidental to the finished hand-crafted item produced by the artisan.
- B.19 Plants may be used for display purposes only. They may not be planted directly into the finished product. They must be interchangeable with any other plant in the display.
- B.20 **Clocks:** Commercially pre-printed clock faces, unless designed by the permit holder, or are very simple are not permitted. Commercially purchased numerals may be used.

C. HOW TO APPLY

- C.1 Complete an application in person at the Arts & Crafts Show Office, Cabrillo Pavilion Arts Center, 1118 East Cabrillo Boulevard, Monday through Friday, 9:00 a.m. - 5 p.m. (897-1982).

Applicants must:

- a. Provide proof of residency in Santa Barbara County (valid California Driver's License or Department of Motor Vehicles Identification Card only). Changes in residency and/or location where art or craft is produced must be reported to the Office within thirty (30) days.
- b. Submit one (1) small photo (head shot).

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- c. Sign application affirming you have read, understand, and are willing to comply with the Show's procedures and regulations.
- C.2 When an opening becomes available, representative examples of your work will be reviewed by the Advisory Committee (See Section N).
- C.3 If the Show has reached the maximum capacity of 90 artists and 190 craftsperson's, applications will be placed on a waiting list in the order received. It is the applicant's responsibility to contact the office on the first business day of each month to monitor the status of his/her application on the Show waiting list. Failure to maintain contact with the Office will be interpreted as meaning the applicant is no longer interested, and the application will be removed from the waiting list.
- C.4 Upon application approval, the following fees are payable. Checks must be made payable to the City of Santa Barbara. **FEES ARE NON-REFUNDABLE.** (fees effective 9/10)
 - a. Permit for six (6) months (initial permits only) \$249.00 + \$10 Advertising
 - b. Permit for one (1) year \$498.00 + \$20 Advertising
- C.5 If an application is denied, the applicant may first appeal said denial to the Parks and Recreation Director within ten (10) working days. If the Parks and Recreation Director denies the appeal, the applicant may file an appeal within ten (10) working days to the Recreation Commission. The decision of the Recreation Commission shall be final. The applicant must file written appeals and must present the same samples of work to the Parks and Recreation Director and the Commission as were presented to the Committee.

CHAPTER II. INFORMATION FOR PERMIT HOLDERS

D. PERMITS

- D.1 All exhibitors at the Show must have a valid permit issued by the City, through the Parks and Recreation Department. Exhibitors having a valid and current permit will be exempt from the provisions of Chapter 5.04 of the Municipal Code, Business Tax, with respect to activities conducted at the Show.
- D.2 All permit holders must obtain a "Seller's Permit" from the California State Board of Equalization. Your permit must be kept current at all times and reflect your selling address at the Show (236 E. Cabrillo Boulevard). Permit holders will not be permitted to show prior to registering their California State Board of Equalization Seller's Permit number with the Show Office or Monitor. The address of the State Board of Equalization Office is 4820 McGrath St, Suite #260, Ventura CA, 93003. The telephone number is (805) 677-2700. The Regional Office is located at 250 S. Second Street, San Jose CA 95113. The telephone number is (408) 277-1231. On the web at <http://www.boe.ca.gov/> (updated 08/06)
- D.3 Permit holders **must** prominently display valid Show and State Board of Equalization permits. Permit holders without permits on display will be unable to show for the day.

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- D.4 All permit holders must renew their permit within thirty (30) days after expiration. **No permit holder may show during this grace period.** Renewal applications must be made in person at the Office. Show monitors may not accept money for renewals. A permit holder who allows his/her permit to expire beyond the grace period is out of the Show and may reapply as a new applicant.
- D.5 Lost permits may be duplicated by contacting the Office. The cost is \$5.00 for issuing a duplicate permit.
- D.6 Only Committee-approved items may be sold or offered for sale. Committee-approved items are kept on file with the permit holder's application and listed on the data base maintained by the City Parks and Recreation Cultural Arts Office.

D.7 DUAL PERMIT

- D.7 A permit holder may request a dual permit. A dual permit allows a permit holder to set up, display and sell in either the Arts or Crafts Section. Only art may be displayed and sold in the Art Section. In the Craft Section, approximately half the items on display must be crafts. For administrative and attendance purposes, a dual permit holder may be assigned to one section or the other at any time. Transfer to the other section will occur when space becomes available. There are ten (10) dual permits available in the Crafts Section and ten (10) in the Arts Section. Dual permit holders must show a minimum of six (6) times in each section within their permit year, to retain their dual permit status. 12/00

D.8 TRANSFERRING SECTIONS

- D.8 When transferring from one section of the Show to the other (Craft to Art, Art to Craft), an application for that section must be completed and the permit holder's name will be placed at the top of that section's approved waiting list in the order of date received. Show seniority will not be lost when transferring. Rule D.8 does not apply to dual permits. 4/99

E. MONITORS (Cultural Arts Staff)

- E.1 The Monitors are available for attendance recording, dissemination of information, and to help ensure compliance with all Show procedures and regulations and are generally on duty from 9:00 a.m. to 4:00 p.m. on Show days and to 5:00 p.m. during daylight savings time (See Section III K (13.1). **Monitors will seek to verify that all work displayed by permit holders is that which has been approved by the Advisory Committee and is consistent with current Show regulations.**

One Monitor is assigned to circulate in the Arts Section and two Monitors are assigned to circulate in the Craft Section. The Monitors' headquarters are at Chase Palm Recreation Center at 236 East Cabrillo Boulevard.

F. PUBLIC ACCESS TO PERMIT HOLDERS

- F.1 **One of the outstanding features of this Show is the public's opportunity to meet the artisan who has created the work on display.** This cannot happen if permit holders are not present with their work. Permit holders must be present to exhibit and

sell their work at the Show. Selling is defined as taking payment for the product. Only permit holders may sell. **Exception:** If the permit holder must be gone for a short time, another permit holder may assist in the operation of the booth, including the completion of sales.

G. ATTENDANCE & SPACE ASSIGNMENTS

- G.1 Permit holders must show twelve (12) times in a permit year and new permit holders six (6) times in their six month's permit period in order to renew a show permit. Permit holders must sign the attendance sheet provided by the Monitor to ensure proper credit on attendance records. **This responsibility rests with the permit holder.** Permit holders must exhibit their merchandise a minimum of two (2) hours to obtain attendance credit. Exceptions will be made for injury, illness and pregnancy if the permit holder notifies the Show Office in writing and with a doctor's written excuse prior to permit expiration.
- G.2 Attendance is recorded every Sunday Show day except when a City-recognized holiday coincides with a Sunday.
- G.3 Should the first Sunday of a quarter precede the Advisory Committee meeting of that month, entering permit holders will be given attendance credit for that Sunday.
- G.4 On any day declared to be an unreasonable weather day, permit holders will be given credit for attendance.
- G.5 Space assignments, as available, are issued quarterly, and eligibility is determined by a permit holder's seniority and attendance during the previous quarter. Permit holders desiring an assigned space or a space change must assemble on the second Sunday of January, April, July and October at the Chase Palm Park Recreation Center, 236 East Cabrillo Boulevard. **During Daylight Savings Time, these space assignment meetings will be held at 6:00 p.m. When Daylight Savings Time ends, space assignment meetings are scheduled for 5:00 p.m.** In the event of a tie, the permit holder with seniority will have priority. Permit holders without an assigned space, as well as those desiring a space change, compete on the same basis. Permit holders desiring a space or a space change must submit a space assignment request form directly to the Arts & Crafts Show Office by the Monday before the regularly scheduled space assignment meeting; the notification period is not extended. 11/00
- If declared to be an unreasonable weather day, the space assignment meeting will be postponed for one week.
- G.6 Seniority is calculated by continuous, uninterrupted membership. Anyone leaving the Show, following the 30-day grace period, for any time whatsoever, forfeits all past seniority.
- G.7 Space assignments are made on an individual basis. Any space may be shared with another specified attendee due to handicap or medical reasons only. Either individual desiring to share space must submit an application and doctor's statement to the Advisory Committee prior to sharing space. Space may be shared up to three months. If additional time is needed, the applicant may reapply.

G.8 Permit holders must attend the Show no less than six (6) times in the previous quarter to **retain their assigned space**. The quarters coincide with the calendar quarters: January through March, April through June, July through September and October through December. Failure to maintain this minimum attendance will result in loss of assigned space. Exceptions will be made for injury, illness and pregnancy, if the permit holder notifies the Show Office in writing and with a doctor's written excuse before the end of the current quarter. The exceptions are for maintaining minimum show attendance only. 5/98

G.9 **Extended leave of absence policy for permit holders.**

The leave of absence policy is designed to allow permit holders the opportunity to take longer and more timely leaves from the Show than is otherwise allowed, and not lose their permit status, seniority, or assigned space status (if applicable). Using one's leave of absence privilege exempts a permit holder from the attendance requirements necessary to maintain Show membership and exempts those with assigned spaces from the assigned space attendance requirements. A permit holder on leave of absence has no right to their assigned spaces until their leave of absence is terminated.

The following criteria and procedures have been developed:

1. Leave of absence request forms must be completed at the Arts & Crafts Show Office.
2. A leave of absence can be taken for a specified period of time of up to one year. A minimum of six weeks must elapse before termination.
3. A minimum of three (3) years must elapse between the end of the leave of absence and the beginning of another leave of absence.
4. Valid permit status must be maintained. Fees must be paid in full by the permit expiration date.
5. A permit holder's assigned space will be available on a first-come basis during a leave of absence or **medical leave**, unless temporarily re-assigned. Spaces temporarily vacated due to a leave of absence or **medical leave** may be temporarily re-assigned with the understanding that the space must be surrendered by the temporary assignee when the leave of absence is terminated. **Temporary space assignments due to medical leaves can be made for up to one year, at which time the space will be offered again for temporary re-assignment. A letter from the doctor will be required.** The procedures for temporary space assignment are the same as for regular space assignment. 8/96
6. Permit holders with an assigned space who terminate their leave of absence prior to the end of a quarter will have an attendance requirement of half the remaining Sundays in the quarter to retain their assigned space.
7. A leave of absence may be terminated prematurely with a written notice submitted to the Arts & Crafts Show Office at least thirty (30) days prior to reclaiming one's assigned space.

8. A permit holder on leave of absence may show as an unassigned permit holder without terminating their leave of absence.
9. Should the leave-of-absence permit holder terminate his/her Show membership, his/her space will be permanently reassigned at the next quarterly space assignment meeting. The temporary assignee has no claim to the space other than by the standard criteria of attendance and seniority.

G.10 HANDICAPPED SPACES

The Santa Barbara Arts & Crafts Show has designated five spaces as “handicapped” in accordance with the Americans with Disabilities Act.

Signed into law on July 26, 1990, this act is a wide-ranging legislation intended to make American Society more accessible to people with disabilities. The act gives civil rights protection to individuals with disabilities similar to those provided on the basis of race, color, sex, national origin, age, and religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, State and local government services, and telecommunications. Reasonable accommodation must be provided to protect the rights of individuals with disabilities. 9/16/99

Handicapped spaces will be assigned on a quarterly basis unless otherwise designated by the Advisory Committee. Permit holders interested in being assigned to one of these spaces should apply to the Advisory Committee at their regularly scheduled monthly meeting. The Committee will make its determination based on need and may make subjective judgments. The Arts and Crafts Show Office may make temporary assignments between Advisory Show Committee meetings when necessary.

Craft Section: Chase Palm Craft Center lawn up to fifteen (15) feet. When there is no handicapped exhibitor present, this space will be available for non-profit organizations, demonstrations or for the Artist of the Month. Spaces #98 and #99, and #197 and #198 are reserved for handicapped set up on a temporary, as needed basis. When no handicapped exhibitor has claimed these temporary spaces by 10 a.m., they will be available on a first come first served basis. 1/99

Art Section: Spaces #96 and #97, #238 and #239, and #244 - #246 are reserved for handicapped set-up only. When no handicapped exhibitor has claimed these temporary spaces by 10 a.m., they will be available on a first come first served basis. 1/00

H. WHERE AND WHEN TO SET UP

Chase Palm Park is the location of the Santa Barbara Arts and Crafts Show.

The **ART SECTION** begins at State Street and extends along Cabrillo Boulevard to the Chase Palm Recreation Center. The spaces along the Cabrillo Boulevard sidewalk (-1 through 218) are assigned. The sidewalk between the bike path and Cabrillo Boulevard sidewalk is also an assigned area (6A through 11F). Second row unassigned areas are occupied on a first come,

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first served basis starting at State Street to the bridge and from the Santa Barbara Street parking lot to the Chase Palm Center. Exhibitors may not set up in front of the Pearl Chase Memorial Bronze Plaque Rock.

The **CRAFT SECTION** extends east along Cabrillo Boulevard from the Chase Palm Recreation Center to the Chase Palm Park restrooms. Spaces 1 through 302 are assigned. Spaces 303 through 348 (end of Show) are designated as unassigned and are occupied on a first come, first served basis. Check with the Monitors for updates on space availability.

- H.1 Assigned spaces are valid until 10:00 a.m. Permit holders without an assigned space may set up in the unused assigned area after 10:00 a.m. or in the unassigned area any time after 6:00 a.m. **PERMIT HOLDERS MAY NOT SET UP OR RESERVE SPACE PRIOR TO 6:00 a.m.** Only one (1) space may be reserved at a time by a permit holder. **At 10:00 a.m., permit holders setting up or reserving their assigned space or a vacant assigned space or an unassigned space shall have their permits readily visible. Permit holders reserving their assigned space shall have their assigned space numbers written on their permit display form. At 10:00 a.m., spaces shall be considered vacant and available unless reserved by an obvious permit indicating space numbers or by a permit and marker indicating space numbers being reserved.** Spaces may be reserved until 10:00 a.m. "Spilling" into unclaimed adjacent spaces may not be done until 11:00 a.m. and may not exceed an additional 10 feet. Spaces claiming ties will be settled with a coin flip. 5/98
- H.2 The Show will take place from 10:00 a.m. to dusk on Sunday of each week, on Saturday during Fiesta Week, Anniversary Saturday (3rd Saturday in May), and on legal holidays that are recognized by the City. If the holiday occurs on a Sunday, the holiday Show will take place on the City-observed holiday date.
- H.3 Set-up or space reservation on special days and holidays will be on a first come basis after 6:00 a.m., beginning at State Street, for all permit holders. There are no assigned spaces on these days with the exception of handicapped spaces which will be available until 10:00 a.m. The usual procedures for space reservations must be observed. Art Section set-up rules are always in effect in the Art Section. 9/99
- H.4 When not readily apparent, an "unreasonable weather day" will be determined by a majority vote of all permit holders present at Chase Palm Center at 9:30 a.m. All permit holders receive attendance credit on unreasonable weather days. Any permit holder may still show. All Show rules apply even though the Monitors will not be present after 11:00 a.m. on unreasonable weather days. When an unreasonable weather day is declared, Crafts Section permit holders will be allowed to move into the Arts Section at 10:00 a.m. as if it were a holiday Show. 6/09
- H.5 When there is a gap in the Art Section that keeps people from seeing there is a Craft Section, a vote will be taken by the artists present in the Art Section no later than 10:30 a.m. If the majority of the artists agree, Crafts Section permit holders will be allowed to move into the Art Section up to the Anacapa Street crosswalk. This section applies in the absence of a determination of an "unreasonable weather day."
- H.6 The front lawn area of Chase Palm Craft Center is available to Show permit holders to demonstrate skills. Demo area should also be used for the same purposes. Non-profit organizations may also display and disseminate information in this area. Non-profit

organizations interested in completing an application for a display must contact the Arts and Crafts Show Office at the Cabrillo Pavilion Arts Center. Applications by non-profit organizations must be filed a minimum of six (6) working days prior to the desired date.

DEMONSTRATIONS BY ARTS & CRAFTS SHOW PERMIT HOLDERS

1. Monitors will schedule use of the demonstration area. A written record of use by permit holders will be kept on file.
 2. When scheduling the demonstration area, the artisan of the month will have first priority for all Show days during his/her month.
 3. Requests for use of the demonstration area may be scheduled up to two (2) weeks in advance. The demonstration space will be held until 10:00 a.m. on the day reserved.
 4. Permit holders may not use the demonstration area more than two (2) consecutive show days nor more than twice in a six (6) month period (January to June and July to December) unless special permission is granted by the Recreation Supervisor, or in the case of the artisan of the month.
 5. No more than two (2) permit holders may be scheduled at a time in the demonstration area, or one permit holder and one non-profit organization.
 6. Demonstration hours are 10:00 a.m. to dusk.
 7. Permit holders using the demonstration area must provide own tables, chairs, extension cords, etc.
 8. All show regulations are to be observed while using the demonstration area.
- H.7 When a permit holder is using the Demonstration Area (front lawn of Chase Palm Park Recreation Center), a non-permit holder may assist by collecting money on sales. This applies to the Demonstration Area only.
- I. **An important part of the Show is your display.** Attractive, uncluttered displays often mean better sales. You are an important part of your display; be proud of your work, talk to people, keep smiling. Here are some display guidelines.
- Make your display inviting.
 - Do not display on ground level.
 - Your display should go up and down easily and at the same time be able to withstand winds.
 - Cover tables with a fitted cover which reaches the ground.
 - Conceal boxes and storage materials.

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- Keep display area neat.
- Picnic tables should be left for tourists.
- I.1 Permit holders **must** prominently display valid Show and State Board of Equalization Permits on official Show form in a protected frame. Permit holders not complying will be unable to show for the day.
- I.2 All displays are limited to twenty (20) feet in depth including storage. Maximum width of displays is fifteen (15) feet for crafts and twenty-five (25) feet for artists in both assigned and unassigned areas. A fifteen (15) foot buffer zone must be maintained between the first and second rows in the Art Sections. Do not use the parkway.
- I.3 No display should unreasonably interfere with the view of adjacent displays. Show members must provide access to their exhibit items from within the boundaries of their own space. No members' exhibit should cause customers to intrude into another member's exhibit space. In the Art Section, where one permit holder sets up directly behind another, the height of the display in front should be limited to five (5) feet. In the Craft Section, the first five feet of depth and width of each space must have no solid area over four and a half feet (4' 6"). Shelves and/or stock must have at least "reasonable visibility" on all sides. 08/96; 05/07
- I.3.B The use of lightweight trailers will be allowed for such purposes as a self-contained display unit or for the transport of show articles and merchandise. As such they will be permitted to be parked upon the grass in or behind the permit holder's space for the duration of the day. Such trailers may not be driven upon the grass or along the sidewalk to get to the intended destination, but may be pushed along the sidewalk by the permit holder to reach the designated space. Trailer designs must follow all current visual access requirements of display areas. It is suggested that trailers have two wheels with a third wheel for steering. Trailers are not to exceed 6 feet wide by 8 feet long. 12/98
- I.4 Any permit holder selling clothing, who allows potential purchasers to disrobe for the purpose of trying on clothing, must provide a dressing room that conceals the disrobing individual. Public restrooms may not be used for this purpose.
- I.5 There should be a walkway between or through each display to provide access to the beach. No display should unreasonably interfere with visual access to the beach.
- I.6 No items should be hung on or between or tied to trees. Permit holder may, however, lean a display against a tree, provided no nails are used to attach it.
- I.7 Business cards, newspaper articles, announcements of shows, biographical sketches, certificates of authenticity, information sheets, pamphlets, photographs, and catalogs may be displayed unless they include work not acceptable to the rules of the Show.
- I.8 The Advisory Committee may approve certain items for display purposes only, such as tools and raw materials, if they enhance the salability or demonstrate the creation or use of the finished product. These items must be clearly identified "Not for Sale".

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- I.9 Permit holders may display only one of each type charge card and they may be no larger than three by five inches (3" x 5").
- I.10 In the Art Section of the Show, only paintings, sculpture, drawings, photography, and graphic arts may be exhibited.
- I.11 Chapter 28.81.020 of the Municipal Code states that no items may be displayed which depict (1) human genitals in the state of arousal or sexual stimulation; (2) acts of human masturbation, sexual intercourse or sodomy; (3) fondling or other erotic touching of human genitals, pubic region, buttocks, or female breast.
- I.12 No demonstration of a show members art or craft should unreasonably interfere with another show members ability to conduct business.

CHAPTER III. PERMIT HOLDER'S CONDUCT AT THE SHOW

The professional conduct of each individual in the Show reflects on the Show as a whole. Here are some guidelines to help you in your dealings with the public.

FRIENDLY ATTITUDE:

- Make customers feel welcome and treat them with courtesy.
- Treat each permit holder with the same respect you would like to receive.

CLEAR COMMUNICATION:

- Explain the use and care of your product. Do not give false or misleading information.
- When taking a special order and/or agreeing to mail a product, be clear about all aspects of your agreement.
 - 1) You and the customer should have a clear, written understanding of what the customer's order is.
 - 2) Be sure the customer has your name, address and phone number, and the expected date of delivery, as well as the receipt for the deposit.
 - 3) Be sure you have the customer's name, address and phone number.
 - 4) Allow yourself plenty of time to complete the order; do not make promises you cannot keep!
 - 5) Deliver on time. If, for any reason, you cannot deliver on time, communicate at once with the customer.
 - 6) If mailing, get a postal receipt, for your protection.

*If a customer does have a complaint, deal with it and correct it promptly and courteously.

If you have any questions on how to handle a complaint, please feel free to contact a member of the Santa Barbara Arts & Crafts Advisory Committee for advice.

CUSTOMER COMPLAINTS

Permit holders are responsible for the timely and equitable resolution of any customer complaint.

Written Customer Complaints:

A customer or other member of the public may file a written complaint against a permit holder with a Monitor or the Show Office. A simple form will be provided to record their complaint(s). Staff will notify the permit holder of the complaint. All written complaints are retained in the permit holder's file maintained in the show office.

Unresolved Complaints:

Complaints reflect badly on the artist and the Santa Barbara Arts and Crafts Show as a whole. Permit holders are responsible for the timely and equitable resolution of complaints. Failure to satisfactorily resolve a written complaint within 30 days of receiving a notice of the complaint shall result in a Notice of Violation for the permit holder.

Recurring Complaints:

Recurring complaints against an individual permit holder will be reviewed by the Santa Barbara Arts & Crafts Advisory Committee and may result in a Notice of Violation.

J. COMPLIANCE WITH THE CODE OF CONDUCT

In order to ensure the quality and enjoyment of the Santa Barbara Arts and Crafts Show and to promote a safe and positive atmosphere in **all aspects of** the program, all permit holders, persons providing assistance to permit holders, and other persons involved with the Show shall abide by the following Code of Conduct:

1. All persons shall act with respect toward other persons, their privacy and safety.
2. Physical or verbal abuse of any kind will not be tolerated.
3. All persons shall treat public and private property and equipment with respect.

Failure of any permit holder to abide by this Code of Conduct will result in disciplinary action. A permit holder shall be responsible for the conduct of any person assisting the permit holder or attending the show with the permit holder. Any violation of the Code of Conduct by a person assisting the permit holder or attending the show with the permit holder, shall be charged to the permit holder and shall result in a Notice of Violation. In addition, the violation may result in the person being prohibited from attending the Show with the permit holder.

K. COMPLIANCE WITH THE LAW

K.1 Permit holders shall abide by all applicable City, State, and Federal Laws including those pertaining to drug paraphernalia and erotica. Violations could result in permit suspension or revocation, and/or possible legal prosecution.

K.2 Show members must keep pets within the confines of their display area (City ordinance allows leashes no longer than six (6) feet), and must clean up after their animals.

L. COMPLIANCE WITH MONITOR'S DIRECTIVE

L.1 The Parks and Recreation Director, the Director's designee and Show Monitors shall have the authority to direct permit holders to immediately cease any violation of these procedures and regulations and may issue reasonable directives to maintain order during the Show. Failure and/or refusal to comply with such directives is prohibited and constitutes a violation of this provision. **The first violation of this regulation shall be a one (1) week suspension, not a written warning.**

M. VIOLATION NOTICE AND PROCEDURE

The Parks and Recreation Director or the Director's designee may issue a Notice of Violation for a violation of the provisions of Chapter 15.08 of the Municipal Code and these Show Procedures and Regulations.

M.1 Complaints of violations may be referred to the Show Monitors during the Show or the Recreation Supervisor at the Cabrillo Pavilion Arts Center, 1118 East Cabrillo Boulevard, Monday through Friday, 9:00 a.m. - 5:00 p.m., 897-1982.

M. 2 All complaints of violations, shall be submitted in writing. The statement must be signed and include specific accusation(s) and substantiating evidence or cause.

The Recreation Supervisor will review the submitted statement and evidence and conduct an investigation into the complaint. This investigation could take the form of (but is not limited to) the following:

- a) Contacting the accused for response to allegation(s)
- b) Verification of substantiating evidence
- c) Advice/Counsel from unbiased expert in respective field
- d) Visitation of facility
- e) Request a demonstration

M.3 The Recreation Supervisor may exercise discretion in determining whether to issue a Notice of Violation based upon the evidence presented in the complaint and results of the Supervisor's investigation.

ATTACHMENT 3

SANTA BARBARA ARTS & CRAFTS SHOW PROCEDURES & REGULATIONS

- M.4 The following constitutes the notice/hearing/appeal procedure of the Violation Review Committee:
- a) Notices of Violation shall be delivered in person to the permit holder or by certified mail to the most current address on the permit holder's Show application. The Notice of Violation shall specifically state the rule(s) allegedly violated and the circumstance (s) of the alleged violation(s). The Notice of Violation shall also specifically state the potential penalty for each offense.
 - b) If the permit holder wishes to contest the Notice of Violation, the permit holder must submit a written response or a request for a hearing before the Violation Review Committee with the Recreation Supervisor within fifteen (15) days of receipt or mailing of the Notice of Violation. Failure to do so will constitute a waiver of the right to contest the allegations contained in the Notice of Violation and acceptance of the penalty which may be imposed for the offense(s) as indicated on the Notice of Violation.
 - c) If the permit holder does not request a hearing, a hearing will not be held and the Violation Review Committee shall determine the penalty for the alleged violation(s) based on the information contained in the Notice of Violation and any written response submitted by the permit holder.
 - d) If the permit holder requests a hearing before the Violation Review Committee, a hearing shall be scheduled no sooner than five (5) working days and no later than thirty (30) calendar days from the date the permit holder's written request for a hearing is filed with the Recreation Supervisor.
 - e) At the hearing, unless waived by the permit holder, the alleged violation(s) shall be read from the Notice of Violation as well as any written response of the permit holder.
 - f) Summary minutes or tape recording of the hearing shall be kept for one (1) year.
 - g) No, alleged violator, witnesses or victim(s) of the alleged violation may sit as a member of the Violation Review Committee concerning the particular case.
 - h) At the time and place of the hearing, the Violation Review Committee shall hear and receive any relevant information and documents, which may include hearsay or other evidence which ordinary persons could be expected to consider in the conduct of business affairs.
 - i) Following the hearing, the Violation Review Committee shall issue a written decision stating finding of fact and conclusions of law and announcing the penalty (if any). The written decision shall be signed and approved by the chairperson and the Recreation Supervisor and shall be considered final on the day it is issued.
 - j) The permit holder may appeal the decision of the Violation Review Committee to the Recreation Commission by filing an appeal with the Parks and Recreation Director within ten (10) days after the day the Committee's written decision is issued.

- k) Upon receipt of a written appeal of the Violation Review Committee decision, the Parks and Recreation Director or the Director's designee shall place a recommendation upon the next available Recreation Commission agenda for the Recreation Commission to set a date for a hearing on the appeal.
- l) At the time and place of the appeal hearing, the decision of the Violation Review Committee, as well as any written response from the permit holder, shall be read unless waived by the permit holder. The Recreation Commission shall then hear and receive any relevant information and documents, which may include hearsay or other evidence which ordinary persons could be expected to consider in the conduct of business affairs.
- m) The Recreation Commission may continue the hearing from time to time as may be required, or may grant or deny the appeal, in whole or in part.
- n) The Recreation Commission shall issue a written decision stating findings of fact and conclusion of law and announcing the penalty (if any), which shall be signed and approved by the chairperson. The decision of the Recreation Commission shall be considered final on the day that it is issued. The decision of the Recreation Commission shall be final with no further appeal.
- o) No suspensions or revocation of a Show Permit shall take effect until the ten day appeal time has passed or the Recreation Commission has issued its decision.
- p) All Violation Review Hearings will be treated as a closed session and are not open to the public. Hearings will be posted pursuant with the requirements of the Brown Act.

N. PENALTIES

- N. 1 Within one (1) calendar year, the **FIRST VIOLATION** of any regulation will generate a written warning. A **SECOND VIOLATION** of the same or any other provision of Chapter 15.08 or the Show Procedures and Regulations may result in a suspension of the show permit for a period of time not to exceed six (6) months with no abatement or refund of the permit fee. The actual length of suspension shall be determined by the Violation Review Committee or the Recreation Commission on appeal. A **THIRD VIOLATION OR ADDITIONAL VIOLATION** of the same or any other provision of Chapter 15.08 or the Show Procedures and Regulations may result in the suspension or revocation of permit with no refund of the permit fee and a loss of all Show seniority. A permit holder who has had his/her permit revoked shall be prohibited from re-applying for the Show for at least one year from the date of revocation.

EXCEPTIONS:

Rule B.2 REGULATION PERTAINING TO INDIVIDUAL PRODUCTION OF WORK

The penalty for violation of this regulation is automatic revocation of permit without refund of fee, and no opportunity to re-apply to the show.

SANTA BARBARA ARTS & CRAFTS SHOW PROCEDURES & REGULATIONS ATTACHMENT 3

Rule L.1 COMPLIANCE WITH MONITOR'S DIRECTIVE
The first violation of this regulation shall result in a one (1) week suspension, not a written warning.

N.2 ANY VIOLATION OF THE SANTA BARBARA ARTS AND CRAFTS SHOW PROCEDURES AND REGULATIONS WHICH OCCURRED PRIOR TO JANUARY 1, 1987 SHALL NOT BE CONSIDERED A PRIOR VIOLATION FOR THE PURPOSES OF ASSESSING A PENALTY PURSUANT TO THIS SECTION.

CHAPTER IV. ADVISORY COMMITTEE

O. ADVISORY COMMITTEE

The Show Advisory Committee is established to review work of Show applicants and to advise the Parks and Recreation Director concerning the administration of the Show. The Advisory Committee of the Santa Barbara Arts and Crafts Show meets from 7:00 p.m. to 9:00 p.m. on the second Tuesday of each month at Chase Palm Park, 236 E. Cabrillo Blvd., Santa Barbara. Notice will be given one week prior to meeting if time or place is changed.

- O.1 The Advisory Committee consists of six (6) members as follows:
 - a) One (1) member-at-large, appointed by Recreation Commission.
 - b) Two (2) permitted artists and two (2) permitted craftspeople elected by their respective sections.
 - c) Recreation Supervisor/Cultural Arts in the Parks and Recreation Department who shall be an ex-officio, non-voting member.
- O.2 To establish and continue to provide for overlapping terms of office, terms will vary in length from six (6) months to eighteen (18) months. The Advisory Committee members shall serve a term of one (1) year unless appointed for a shorter or longer term as provided above. Members shall not serve more than two (2) consecutive terms. Four (4) of the six (6) members of the Committee shall constitute a quorum for the purpose of transacting all business.
- O.3 The Advisory Committee shall elect from its members a chairperson for a term of six (6) months, to be elected at the first June meeting and the first December meeting.
- O.4 Six (6) permit holders (three artists and three craftspeople) will be elected as Alternates during the regular election process and will function with full capacity when called upon to serve on the Advisory Committee in the absence of a regularly elected Advisory Committee member. Alternates may serve during any Advisory Committee meeting including regular, special and Violation Review Hearings.
- O.5 It is the responsibility of the absent Advisory Committee member to secure an Alternate for a meeting he/she is unable to attend and notify the Recreation Supervisor of his/her replacement. The Alternate will be selected from the list of Alternates provided, with number one (the highest vote getter) on the list being contacted first, number two second, etc. If unable to secure an Alternate, the Advisory Committee member must

provide the Recreation Supervisor with a minimum of 24-hour advanced notice or absence will be considered unscheduled.

- O.6 If any member of the Advisory Committee is absent more than three (3) times in a six (6) month period he/she would no longer be a member of the Committee and will be replaced by the next highest vote receiver, or an Alternate, or a replacement appointed by the Advisory Committee.
- O.7 The Advisory Committee shall sit as the Violation Review Committee to review and make decisions on contested citations as set forth in Section M.4. Violation Review hearings will be held separately from the regularly scheduled Advisory Committee meetings.
- O.8 Any formal requests by the Santa Barbara Arts and Crafts Show and its Advisory Committee to add, delete, or change the City Ordinances governing the Santa Barbara Arts and Crafts Show (Chapter 15.08 of the Municipal Code) shall only be presented to the Santa Barbara City Council or Recreation Director after discussion by the Advisory Committee and by a vote of all Santa Barbara Arts and Crafts Permit Holders approving by a 2/3 majority the specific language of that request. 5/99

CHAPTER V. SHOW ADMINISTRATION

P. PARKS AND RECREATION DIRECTOR

- P.1 The Parks and Recreation Director shall promulgate procedures and regulations for the administration of the Show consistent with the provisions of Chapter 15.08 Municipal Code. The Parks and Recreation Director may delegate to the Advisory Committee any of the administrative functions given him/her in Chapter 15.08. Any such delegations may be reassumed by the Parks and Recreation Director at any time.

SANTA BARBARA MUNICIPAL CODE...CHAPTER 15.08...TITLE 15

CITY OF SANTA BARBARA
PARKS AND RECREATION DEPARTMENT

Nancy L. Rapp, Parks and Recreation Director
Recreation Department Administrative Offices
620 Laguna Street
Santa Barbara, CA 93101

SANTA BARBARA ARTS & CRAFTS SHOW PROCEDURES & REGULATIONS ATTACHMENT 3

Judith C. McCaffrey, Programs Manager
Cabrillo Pavilion Arts Center
1118 East Cabrillo Boulevard
Santa Barbara, CA 93103

805-897-1982