

## Proposed system for Saturday space assignments:

- Establish a new map of spaces for Saturday shows with all spaces 20 feet wide (front row only in the Arts section).
- The Saturday spaces will be mapped beginning to the East of the construction impact area. After construction is completed, spaces within the construction area will be mapped out and assigned at the following Saturday space assignment meeting.
- Attendance signatures will be collected for Saturday shows – excluding rain-out make-up days.
- Space assignment meetings would occur every 6 months – immediately following the space assignment meetings in January and July.
- Members wishing to participate in the Saturday space assignment meetings must submit a request form with the same deadlines as the regular space assignment meetings. A check-box can be added to the existing form to indicate if the member wishes to participate in one or both of the assignment meetings.
- There will be no separation of sections for the Saturday shows – all show members would compete on the basis of attendance and seniority.
- The initial space assignment meeting will use attendance data from the previous 6 months of regular Sunday shows. Subsequent space assignment meetings will use attendance data from Saturday shows ONLY for their respective 6 month periods.
- Members with Saturday assigned spaces must keep a 50% or higher Saturday attendance to keep their Saturday spaces (based on a bi-annual calendar of January through June and July through December).
- Saturday attendance would include regularly scheduled holiday shows and extra shows added in advance for events such as cruise ship visits. Saturday attendance will not be taken for rain-out make-up days.
- Saturdays can be voted an unreasonable weather day by a majority of members present at 9:30am. If an unreasonable weather day is voted, all show members would be given Saturday attendance credit on that day (even if they do not have a Saturday space assignment).
- Members without a Saturday space assignment can participate on Saturday shows in a vacant or unassigned space.
- Handicap spaces will be assigned to members who currently have handicap spaces in the same area where they have a regular Sunday handicap space assigned.
- All other 'regular' Sunday show rules would apply.

## D.7 DUAL PERMIT

A dual permit allows a permit holder to sell in either the Arts or Crafts Section. Only art may be displayed and sold in the Arts Section. In the Crafts Section approximately half the items on display must be crafts. 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. 12/2000

## D.8 TRANSFERRING SECTIONS

When transferring from one section of the show to the other, 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. 4/1999

## E. MONITORS

E.1 Monitors are available for attendance recording, dissemination of information and to help ensure compliance with all show procedures and regulations. They are on duty from 9 a.m. to 4 p.m. on show days and from 9 a.m. to 5 p.m. during daylight savings time. Monitors 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. The Monitors' headquarters are at Chase Palm Recreation Center at 236 East Cabrillo Boulevard.

## F. PUBLIC ACCESS TO PERMIT HOLDERS

F.1 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. The only exception is if the permit holder must be gone for a short time, another permit holder may assist in the operation of the booth and complete sales.

## G. ATTENDANCE AND SPACE ASSIGNMENTS

G.1 In the event of a waitlist, permit holders must show twelve (12) times in a permit year and new permit holders six (6) times in their six (6) 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 solely with the permit holder. Permit holders must exhibit their merchandise a minimum of two (2) hours in order 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. 8/2014

G.2 Attendance is recorded every Sunday Show day except when a City-recognized holiday coincides with a Sunday. Attendance is recorded every Saturday show day except when a rain make-up Saturday is scheduled.

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 all permit holders will be given attendance credit.

- G.5 Space assignments are issued quarterly for Sunday space assignments and bi-annually for Saturday space assignments (at the January and July space assignment meetings). Eligibility is determined by a permit holder's seniority and attendance during the previous quarter for Sunday assignments and the previous two quarters for Saturday assignments. Attendance for Sunday space assignment meetings will be determined by attendance on Sunday shows. Attendance for Saturday space assignment meetings will be based on attendance in Saturday shows with the exception of the first Saturday space assignment meeting, which will be based on Sunday attendance for the previous two quarters. Permit holders desiring an assigned space or a space change assemble on the second Sunday of January, April, July and October at Casa Las Palmas, 233 East Cabrillo Boulevard. During Daylight Savings Time, space assignment meetings are held at 6 p.m. When Daylight Savings Time ends, meetings commence at 5 p.m. In the event of a tie, the permit holder with seniority has priority. Permit holders without an assigned space, as well as those desiring a space change, compete on the same basis. Permit holders must submit a space assignment request form to the Arts and Crafts Show Office by the Monday before the space assignment meeting; the notification period is not extended. 11/2000. If declared 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, 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 (3) months. If additional time is needed, the applicant may reapply.
- G.8 Permit holders must attend the show no less than 6 times in the previous quarter to retain their Sunday assigned space. Permit holders must attend at least 50% of Saturday shows to retain their Saturday assigned space. 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. 5/1998
- G.9 Extended leave of absence policy for permit holders.  
The Leave of Absence policy allows a permit holder to take extended leave from the show while preserving his or her valid permit status, seniority, and space assignment. A Leave of Absence suspends attendance requirements necessary to maintain show membership and assigned spaces for the duration of the Leave of Absence. A Permit holder on Leave of Absence retains his or her assigned space, but may not show from the assigned space until the Leave of Absence has ended. The following criteria and procedures apply to Leaves of Absence: 1/2013
1. Forms: Leave of Absence request forms must be filed with the Show Office.
  2. Eligibility: In order to be eligible to retain his or her assigned space during a Leave of Absence, a permit holder must have attended at least 5 of the last 12 shows prior to submitting the Leave of Absence request form and otherwise be a member in good standing of the show. A permit holder not meeting this attendance requirement may appeal to the advisory committee to keep the assigned space. The decision of the advisory committee on appeal is final. There must be a minimum period of 12 months from when a previous leave of absence expires to when a new Leave of Absence can begin.

3. Commencement Date: A permit holder may request a Leave of Absence at any time, but the commencement date cannot be retroactive. A Leave of Absence may commence on a specified date or on the next show date following the submission of the Leave of Absence request form.
4. Length of Term: A Leave of Absence must be requested for a specific length of time. The term of a Leave of Absence shall be no less than three months and not more than one year.
5. Extensions: Once a Leave of Absence is commenced, the Leave of Absence may be extended by submitting a Leave of Absence form to the Show Office prior to the expiration of the Leave of Absence. All extensions must be for a specific length of time of not less than three months and not more than one year. No continual Leave of Absence, including extensions, may exceed 24 months.
6. Permit Fees: Valid permit status must be maintained. Fees must be paid in full by the permit expiration date.
7. Space Reassignment:
  - A. First Come- First Served. From the start of a leave of absence and until the space is reassigned at a regularly scheduled space assignment meeting, the permit holder's assigned space shall be available for use by other show members on a first-come basis.
  - B. Reassignment. An assigned space may be temporarily reassigned during any assignment meeting. If an assigned space is reassigned during a leave of absence, the reassignment shall be made on the condition and with the understanding that the reassignment is temporary and that the assigned space will revert back to the permit holder when the leave of absence ends. If the temporary assignment is abandoned prior to the expiration of the Leave of Absence, the assigned space will again be available for use by other show members on a first-come basis until another temporary assignment occurs or the Leave of Absence expires. If the leave of absence is extended the space will again be temporarily reassigned at the next space assignment meeting. The procedure for temporary space assignments remains the same as for regular space assignments.
8. Early Termination: The permit holder may terminate Leave of Absence prior to the expiration of the term of the Leave of Absence upon thirty (30) days written notice to the Arts and Crafts Show Office. A Leave of Absence may not be terminated less than three months after commencement of the Leave of Absence. Attendance of 40 percent of the remaining weeks in the quarter is also required with early return in order to retain an assigned space.
9. Showing during a Leave of Absence: A permit holder may show in an unassigned area while on Leave of Absence.
10. Permanent Reassignment: If the permit holder ends his or her show membership while on Leave of Absence, the assigned space will become permanently reassigned at the next quarterly space assignment meeting. If the space has been temporarily assigned during the permit holder's Leave of Absence, the temporary assignment will expire upon the permanent reassignment of the space. Any temporary assignee to that space will have no further claim to that space other than by standard criteria of attendance and seniority.

11. Space Assignment Meetings: Permit holders must complete one full quarter of show attendance before they may participate in a quarterly space assignment meeting.

#### G.10 Handicapped Spaces

The Arts and Crafts Show has designated five (5) 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. Reasonable accommodation must be provided to protect the rights of individuals with disabilities. 9/1999

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 Show Office may make temporary assignments between Advisory Committee meetings when necessary.

##### Crafts Spaces:

Crafts Spaces are available in the Chase Palm Craft Center lawn up to 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, 99, 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. 1/1999

##### Arts Spaces:

Spaces 96, 97, 238, 239, 244, and 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. 1/2000

#### H. **WHERE AND WHEN TO SET UP**

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

The Arts Section begins at State Street and extends along Cabrillo Boulevard to the Chase Palm Recreation Center. The spaces along the Cabrillo Boulevard sidewalk from 1 to 218 are assigned. The sidewalk between the bike path and Cabrillo Boulevard sidewalk from 6A – 11F is also an assigned area. Second row unassigned areas are occupied on a first come, 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 Crafts Section extends east along Cabrillo Boulevard from the Chase Palm Recreation Center to the Chase Palm Park restrooms. Spaces 1 - 302 are assigned. Spaces 303 – 348, are designated as unassigned and 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 a.m. Permit holders without an assigned space may set up in the unused assigned area after 10 a.m. or in the unassigned area any time after 6 a.m. Permit Holders may not set up or reserve a space prior to 6 a.m. Only one space may be reserved at a time. Space claiming ties will be settled with a coin flip at 6 a.m.



At 10 a.m., permit holders setting up or reserving their assigned space, a vacant assigned space or an unassigned space shall have their permits readily visible. Permit holders reserving assigned space shall have their assigned space numbers written on their permit display form. At 10 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.

"Spilling" into unclaimed adjacent spaces may not be done until 11 a.m. and may not exceed an additional 10 feet. 11/2009 If both adjacent members desire the vacant space it should be shared equally. 12/2009, 11/2012

H.2 The Arts and Crafts Show shall only take place from 10:00 a.m. to dusk on the following days:

1. Sunday of each week;
2. Saturday during Fiesta week;
3. The third Saturday in May, to commemorate the anniversary of the show;
4. Saturday following Thanksgiving Day
5. Saturday before each of the dates identified for City recognized observation of the following legal holidays: Martin Luther King Jr. Day, Presidents Day, Memorial Day, Labor Day and Christmas Day;
6. The Saturday before any July 4 falling on a Sunday, Monday, Tuesday or a Wednesday. The Saturday after July 4 falling on a Thursday or a Friday. July 4 if July 4 falls on a Saturday, to commemorate Independence Day;
7. The specific days identified for City recognized observation of New Year's Day. 6/2013

H.3 ~~Beginning on State Street, set up or space reservation on special days and holidays will be on a first come basis after 6 a.m. Saturday shows will not have two separate sections (Arts and Crafts). A Saturday space assignment list will be in effect for all Saturday shows and for the New Year's Day show. 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. Arts Section set-up rules are always in effect in the Arts Section. 9/1999

*(With approval from the Parks and Recreation Department and the Santa Barbara Arts and Crafts Show Advisory Committee, the weather day rule, H.4, will be modified from December 6, 2015 through May 1, 2016)*

H.4 PROCEDURE IN THE EVENT OF BAD WEATHER ON A SUNDAY SHOW (Valid through November 29, 2015 and after May 1, 2016)

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 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 10:15 a.m. as if it were a Holiday Show. 6/2009, 9/2010

H.4 PROCEDURE IN THE EVENT OF BAD WEATHER ON A SUNDAY SHOW (Valid December 6, 2015 through May 1, 2016)

**"Unreasonable Weather Day"**

An "Unreasonable Weather Day" will be determined by a majority vote of all permit holders present at the Chase Palm Park Center at 9:30 a.m. Generally, an unreasonable weather day will be declared when strong winds, light rain and/or any