

# **SANTA BARBARA ARTS AND CRAFTS SHOW PROCEDURES AND REGULATIONS**

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. (Ordinance 3626 S1.1974)

In accordance with this ordinance, the Parks and Recreation Director of the City of Santa Barbara, through the Active Adults and Classes office, 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**

Carrillo Recreation Center  
100 East Carrillo St.  
Santa Barbara, CA 93101

Phone: 805-897-2519  
Fax: 805-897-2520

Office Hours: Monday through Friday  
9:00 a.m. – 5:00 p.m.

**[WWW.SBAACS.COM](http://WWW.SBAACS.COM)**

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## CHAPTER I: INFORMATION FOR APPLICANTS

### 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. Realizing that poor workmanship reflects badly on the show, 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 adheres to rules. The principle feature of the completed item must be the work of the permit holder. The screenings portion of the meeting will follow the Brown Act and Robert's Rules of Order. All questions and comments by observers will be directed to the Arts and Crafts Advisory Committee Chair. 5/2011

- 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 intended to be sold at the show. Violation of this regulation results in automatic revocation of permit, without a refund of fees.
- B.3 The City has the right to inspect a permit holder's work facilities and observe production of the approved art 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 arts and crafts 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 probationary 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 times within that six month period. The display of add-on items must be a minimum of (5) five times within that three (3) month period.
- 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 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. The commercially produced portion will be reviewed as to whether it finishes a product or is a finished product.

- B.6 Reproductions: Offset lithography and Polaroid processes are not permitted in the show. Serigraphs using photo silk-screens must be developed and printed by the individual artist. Hand-colored Polaroid photographs are allowed. 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 and is not permitted. 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. 4/2010
- B.7 All molds used in works must be made by the artist and cannot be a copy of any work.
- B.8 All forms of crafts or arts 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 Arts: 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. 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 are permitted for photography only and may be printed on any approved media. 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. 6/2001, 12/2002, 3/2010
- B.10 Sculpture: 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 Arts Section.
- B.11 The use of words: Words are permitted with the exception of obscenity. 5/2007, 3/2010, 12/2019
- B.12 All found or purchased objects such as stones, shells, beads, driftwood and feathers .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 amount of time spent making an item and/or an artist's ability to choose pleasing colors and arrange found or purchased component parts in an attractive manner does not in itself qualify as the applicant's contribution to a finished work and is not considered "an appreciable or substantial change" on its own merit. **The work of the permit holder must be more important than the objects.** 8/2015
- B.13 Commercially printed material such as textiles 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. 3/2010
- 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 (2) 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.

- B.21 Body Art: Any art or craft process that involves direct application of artwork to the body of a customer is not allowed in the show. 8/2013

- B.22 Soap: Soap must be handcrafted in its entirety by the permit holder through the process of "saponification". No commercially made soap or 'melt and pour' soap bases will be allowed in the show regardless of the amount of work the craftsperson places in the finished product.

- B.23 Cottage Food Vendors: Allow a maximum of eight (8) cottage food vendors to join the Santa Barbara Arts and Crafts Show to be allowed to participate in regular Sunday shows selling items approved by the Santa Barbara County Health Department and pre-packaged non-perishable beverages not requiring refrigeration. Cottage food vendors are only permitted to sell approved food and beverage and may not sell arts and/or crafts or have a dual status with other Show categories. Cottage food vendors must maintain a Santa Barbara County Health Department permit and insurance which must meet the City's personal services agreement requirements.

Cottage food vendors are exempt from maintaining a California Sellers Permit unless they sell carbonated beverages. Cottage food vendors are allowed to operate in partnerships of no more than two (2) individuals. Cottage food vendors may only setup in the Crafts Section area East of the Chase Palm Park Center. Cottage food vendors may not exhibit West of the Chase Palm Park Center including when an Unreasonable Weather Day is declared and when Crafts members setup West of the Chase Palm Park Center pursuant to rule H.5. 12/2019

## **C. HOW TO APPLY**

- C.1 Submit a completed application submit to the Arts & Crafts Show Office located at the

Carrillo Recreation Center, 100 E. Carrillo St., Santa Barbara, CA. 93101. Office hours are

Monday through Friday, 9 a.m. – 5 p.m. Phone 805-897-2519, Fax: 805-897-2520.

Applicants must:

- Provide proof of residency in Santa Barbara County. Valid California Driver's License or a Department of Motor Vehicles Identification Card only. Changes in residency and/or location where art or craft is produced must be reported to the Arts and Crafts office within thirty (30) days.
- When the Driver's License does not suffice to prove residency City staff will use the current City requirements for County residency.
- Sign application affirming you have read, understand, and are willing to comply with the Arts and show's procedures and regulations. 10/2010

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 crafts persons, applications will be placed on a waiting list in the order received.

C.4 Upon application approval, current fees are payable. Fees are non-refundable.

- Initial permits are issued for a six month period. Subsequent permit renewals are for periods of one year.
- Upon acceptance into show, membership and payment arrangements must be made with the office within two (2) weeks of screening. 9/2010

C.5 If an application is denied, the applicant may file an appeal within ten (10) working days to the Director of Parks and Recreation. If the appeal is denied by the Director of Parks and Recreation, the applicant may file an appeal within ten (10) working days to the Parks and Recreation Commission. The decision of the Commission shall be final. The applicant must file written appeals and the applicant is required to present the same samples of work to the Parks and Recreation Director and to 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. Permits must be kept current at all times and reflect the selling address at the show which is 236 East Cabrillo Blvd. Santa Barbara. Permit holders are not permitted to show prior to registering their California State Board of Equalization Seller's Permit number with the Show Office. The State Board of Equalization Office is located at 4820 McGrath St, Suite #260, Ventura CA, 93003. Phone: (805) 677-2700. The telephone number is (408) 277-1231. The web site is <http://www.boe.ca.gov/> 8/2006

D.3 Permit holders must prominently display valid Arts and Crafts Show and State Board of Equalization permits. Permit holders without permits on display may not show.

- D.4 All permit holders must renew their permit within thirty (30) days after expiration. No permit holder may show during this grace period. 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.
- D.6 Only Committee-approved items may be sold. 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 Department.

**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.
- 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. 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 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 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 10:00 a.m. Permit holders may not set up or reserve a space prior to 6:00 a.m. For any available space after 6:00 a.m., the first permit holder who arrives with his or her permit displayed may claim that space.

If two or more permit holders are present at 6:00 a.m. or arrive at that space at exactly the same time after 6:00 a.m., the space claim will respectfully be resolved with a coin flip. In the event of a coin flip, a member does not relinquish their assigned space until the coin flip

determines the winner of said space. If three or more permit holders are vying for the same space, all permit holders will each flip individual coins, and the permit holder who has flipped the "odd" side (different than all others) will win the coin flip. If necessary, this process shall be repeated until the desired result of one "odd" side is reached. 10/2018, 3/2019

Only one space may be reserved by a permit holder at a time. Once a member with an assigned space claims another space by placing their permit in said space, they forfeit any right to their assigned space for that day and it becomes available to all Show Members. If no other Show member claims their space, a member may return to their assigned space. If three or more permit holders are vying for the same space, all permit holders will each flip individual coins, and the permit holder who has flipped the odd side (different than all others) will win the coin flip. If necessary, this process shall be repeated until the desired result of one odd side is reached.

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 10:00 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.

**Spilling** into unclaimed adjacent spaces may not be done until 10:30 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, 12/2016, 2/2019

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 second 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 Holiday show space assignments will be managed using a web service named SignUpGenius. A new space assignment map only valid on holiday shows has been developed with most spaces alternating between 15 feet and 20 feet wide. Handicap spaces will be designated and show members with approved handicap status can participate in a separate reservation group for those spaces. The Tuesday before the holiday show date, registration will begin at 11:00 a.m. and will end the Thursday before the holiday show date at 5:00 p.m. Space assignments assigned through SignUpGenius are valid until 10:00am and will operate the same way regular Sunday shows run with the exception that the Arts and Crafts sections are combined. Members who cannot or do not wish to use the online space reservation system can call the Arts and Crafts Show office and staff will assist them in reserving space at the same time the process is open to online users.

Show monitors will record if members who register for spaces through SignUpGenius or through assistance from staff exhibit in the spaces they reserved. Members who register for holiday show spaces but do not exhibit in those spaces twice in a rolling 6-month period will not be able to participate in the holiday show reservation system for 6 months. 5/2017, 8/2019

H.4 **PROCEDURE IN THE EVENT OF UNREASONABLE WEATHER OR RAIN OUT ON A SUNDAY SHOW**

**A. 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 other weather condition prevents a large number of permit holders from exhibiting.

If a Sunday show is declared an unreasonable weather day, all permit holders (whether in attendance or not) will receive attendance credit. Even if an unreasonable weather day is declared, permit holders may still show that day. If an unreasonable weather day is declared, Crafts Section permit holders will be allowed to move into the Arts Section at 10:01 a.m. A complaint will be filed if any space claiming rule is violated. 9/2019

If an unreasonable weather day is declared, show monitors will not be present after 11:00 a.m. but all Show rules shall remain in full force and effect.

**B. Rain Out Day**

A "Rain Out Day" will be determined by staff and announced at the Chase Palm Recreation Center at 9:30 a.m. if any show members are present. Generally, a rain out day will be declared when a hard driving rain prevents all permit holders from setting up and exhibiting.

If a Sunday show is rained out, all permit holders will receive attendance credit. Once a rain out day is declared, no permit holder may exhibit his or her work on that day. If a rain out day is declared, show monitors will walk the show line and advise any permit holders who may be there that the show has been cancelled.

If a Sunday show is declared a "Rain Out Day", a makeup day shall be scheduled for the Saturday immediately following the cancelled show, unless a permitted event that impacts the Art Section and surrounding area is already scheduled for the following Saturday. The Recreation Supervisor will decide whether a conflict exists. Show members can call the number listed on the cover page of the Procedures and Regulations after 5:00 p.m. on the Monday following the cancelled show to find out if a makeup Saturday has been scheduled for the Saturday immediately following the cancelled Sunday show. If a makeup Saturday is rained out, no additional makeup day will be scheduled. Makeup Saturdays are only available for Sunday shows cancelled from November through March, inclusive. No more than five (5) makeup Saturdays shall be held in any one fiscal year.

Setup and space reservation on makeup Saturdays will be the same as holiday shows (See H.3), and no attendance will be taken on makeup Saturdays. 11/2015, 5/2018

H.5 **GAP RULE**

Any Show member can claim any space from the East end of the Arts Section to the Garden Street parking lot entrance not claimed at 10:01 a.m. A complaint will be filed if any space claiming rule is violated. 9/2019

H.6 The front lawn area of Chase Palm Craft Center is available to show permit holders to demonstrate skills. 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. Applications must be filed a minimum of six working days prior to the desired date.

## **DEMONSTRATIONS BY ARTS AND CRAFTS SHOW PERMIT HOLDERS**

1. Monitors will schedule use of the demonstration area. A written record of use by permit holders will be maintained.
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 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 (6) six month period of 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 a.m. to dusk.
7. Permit holders using the demonstration area must provide own tables, chairs, 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 which is the 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. DISPLAYS**

An important part of the show is your display. Attractive, uncluttered displays may mean better sales. It is important to be enthusiastic, proud of your work and to engage people by talking and smiling. Some display guidelines include:

- Keep display area neat and do not display items on ground level.
- Displays should go up and down easily and be able to withstand gusty winds.
- Cover tables with a fitted cover which reaches the ground.
- Conceal boxes and storage materials.

I.1 Permit holders must prominently display valid Arts and Crafts 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 twenty (20) 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 Arts Sections. Do not use the parkway. 1/2007

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 Arts 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 Crafts Section, the first five (5) 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. 08/1996, 05/2007

I.3.B Lightweight trailers are allowed for a self-contained display unit or for the transport of articles and merchandise. They may be parked on the grass or in or behind the permit holder's space for the day. Trailers must be pushed along the sidewalk by the permit holder to reach

the designated space. They may not be driven upon the grass or along the sidewalk to get to the intended destination. Trailer designs must follow all current visual access requirements of display areas. It is suggested that trailers have two (2) wheels with a third wheel for steering. Trailers are not to exceed six feet wide by eight (8) feet long.

- 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. 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 may 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".
- 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 Arts 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 member's art or craft should unreasonably interfere with another show member's ability to conduct business.

### **CHAPTER III: PERMIT HOLDER SHOW CONDUCT**

The professional conduct of each individual in the show reflects on the show as a whole. Here are some guidelines to assist you:

#### 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.
- When taking special orders include all aspects of your agreement.
- Have a clear, written understanding of order and exchange contact information with the customer.
- Give the customer a receipt for the deposit and the expected date of delivery.
- If you cannot deliver on time, communicate promptly with the customer.
- For your protection keep all receipts.

If a customer has a complaint, 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 and 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 at the Show Office. A form will be provided to record 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 Show as a whole. Permit holders are responsible for the timely and equitable resolution of complaints. Failure to satisfactorily resolve a written complaint within thirty (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, and other persons involved with the show shall abide by the following Code of Conduct:

- All persons shall act with respect toward other persons, their privacy and safety.
- Physical or verbal abuse of any kind will not be tolerated.
- 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. 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 animal leashes no longer than 6 feet, and owners 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 or refusal to comply with such directives is prohibited and constitute a violation of this provision. The first violation of this regulation shall be a one 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 Carrillo Recreation Center located at 100 E. Carrillo St., Santa Barbara, CA, 93101. Office hours are Monday through Friday from 9:00 a.m. to 5:00 p.m. Phone: 805-897-2519 and Fax: 805-897-2520.
- 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:
1. Contacting the accused for response to allegation(s)
  2. Verification of substantiating evidence
  3. Advice/Counsel from unbiased expert in respective field
  4. Visitation of facility
  5. 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.
- M.4 The following constitutes the notice/hearing/appeal procedure of the Violation Review Committee:
1. 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.
  2. 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 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.
  3. 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.
  4. If the permit holder requests a hearing before the Violation Review Committee, a hearing shall be scheduled no sooner than five working days and no later than 30 calendar days from the date the permit holder's written request for a hearing is filed with the Recreation Supervisor.
  5. 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.
  6. Summary minutes or tape recording of the hearing shall be kept for one year.



7. No alleged violator, complainant or victim(s) of the alleged violation may sit as a member of the Violation Review Committee concerning the particular case. 4/2011
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. No suspensions or revocation of a show permit shall take effect until the ten (10) day appeal time has passed or the Recreation Commission has issued its decision.
16. All Violation Review Hearings are open to the public and will be posted pursuant with the requirements of the Brown Act. 9/2010

## **N. PENALTIES**

- N.1 Within 36 months, 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. (6/2012)

## 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.

Rule L.1      Compliance with Monitors' Directive  
The first violation of this regulation shall result in a one 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.

- O.1      The Advisory Committee consists of six members as follows:
- One member-at-large, appointed by Recreation Commission.
  - Two (2) permitted artists and two (2) permitted craftspeople elected by their respective sections.
  - Recreation Supervisor/Active Adults 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. Committee members shall serve a term of one year unless appointed for a shorter or longer term as stated above. Members shall not serve more than two (2) consecutive terms. Four of the six members of the Committee shall constitute a quorum for the purpose of transacting 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 (3) artists and three (3) 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 to 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 has more than two (2) unexcused absences in a six month period he/she would no longer be a member of the Committee and will be replaced by the next highest vote receiver, an Alternate, or a replacement appointed by the Advisory Committee. 2/2002

- 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. 5/1999

## **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.

CITY OF SANTA BARBARA  
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