



EXHIBITING MEMBERS' HANDBOOK 2024

**Piedmont Craftsmen
601 North Trade Street
Winston-Salem, NC 27101
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www.piedmontcraftsmen.org**

Revised January 2024

Information for EXHIBITING MEMBERS

Exhibiting Members of Piedmont Craftsmen are accepted through a jury process that confers lifetime membership status as long as the member maintains good standing by paying annual dues and upholding the responsibilities of that membership. Exhibiting Members comprise a group of professional craftsmen from across the United States who are recognized nationally and internationally for their excellence in technique and design. Piedmont Craftsmen provides an extended family of high-caliber professional colleagues.

I. Benefits

- A. Voting privileges and the opportunity to provide leadership by service on Piedmont Craftsmen Board of Directors and its committees
- B. 10% discount on all purchases in the Crafts Gallery, online at www.piedmontcraftsmen.org or in Piedmont Craftsmen sponsored exhibitions
- C. Participation in the Annual Craftsmen's Fair held every fall the weekend before Thanksgiving. Fair contracts are mailed out in spring
- D. Representation in the year-round Gallery/Shop and online shop.
- E. Inclusion in Piedmont Craftsmen Exhibitions, publications, blog and public relations for the Fair, Gallery/Shop and special events
- F. Inclusion on Piedmont Craftsmen's website with an artist's page that includes statement, link to member's website, images and social media pages
- G. Referrals by Piedmont Craftsmen to public and private arts organizations, museums, galleries and shops across the country for exhibition and sales opportunities
- H. Exposure to new and developing markets including designers, corporate collections, national magazines and gallery owners
- I. Opportunities to educate/lecture in Piedmont Craftsmen sponsored events or teach a workshop in the community, schools or universities

II. Responsibilities

Exhibiting members are expected to fulfill the following responsibilities to maintain their membership in good standing:

- A. Pay annual dues in January
- B. Demonstrate ownership in the organization by participating annually in any of the following:
 - 1. The Annual Craftsmen's Fair, including demonstrating
 - 2. Consignment of work in the Gallery/Shop
 - 3. Any Piedmont Craftsmen sponsored exhibition
 - 4. Serving on the Board of Directors, Standards, or Exhibiting Member Services Committee
 - 5. Participate in one of the organizations fundraisers or programs (i.e. donate work to an auction or volunteer)
 - 6. Teaching or volunteering for any of Piedmont Craftsmen's educational activities.
 - 7. Include Piedmont Craftsmen membership on your resume, provide link on your website to www.piedmontcraftsmen.org
- C. Keep individual information files current with:
 - 1. Short Artist Biography or Updated Resume

2. Short Artist Statement. This can include a short statement about cultural references and influences that give your work a global prospective. Touch on design elements, materials and techniques that have impacted you.
 3. Digital images of current work for the website and promotion materials (1000x1000 dpi minimum)
 4. Provide information on awards, special commissions, etc for the Piedmont Craftsmen's website news, Instagram and Facebook page in a timely manner.
- D. Adhere to the rules, regulations, policies, and procedures as adopted or amended, from time to time, by the Board of Directors.
- E. Maintain collegiality and cordiality in all communications and interactions with other exhibiting members, staff, Board Members, or others with whom the member comes in contact while involved in Piedmont Craftsmen business.

III. By-Law and Standards Information *(Adopted by the Board of Directors, November 19, 2017)*

- A. Transferability of Exhibiting Membership.** Once received, exhibiting membership cannot be sold, passed on, assumed, deeded or otherwise transferred. Exhibiting Membership shall be conferred only to the individuals or teams who have successfully completed the application process and jury selection and received Board approval. Upon termination of a team with Exhibiting Membership, neither team member will retain the status of an Exhibiting Member, unless he or she re-applies for individual membership and is accepted as an Exhibiting Member. (Art. III.Sec.2. A, Adopted 2017)
- B. Exhibiting Member Leave of Absence.** An Exhibiting Member may take a Leave of Absence of up to three years as set forth in the Corporation's written policies, upon written notification to the Corporation. During any Leave of Absence, the inactive member shall not be considered as a member for any reason and shall not pay dues as an Exhibiting Member²

By written notice delivered to the Corporation by an Exhibiting Member on leave of absence prior to the expiration of the Leave of Absence, and upon payment of his or her annual membership contribution for the year of reinstatement, he or she shall automatically be reinstated to active membership, without having to re-apply or re-jury. If an Exhibiting Membership is not re-activated prior to expiration of the Leave of Absence, such membership shall expire and the inactive member or members shall have to re-apply and submit to the full application and jury process applicable to new members. (Art. III.Sec.2. A, Adopted 2011)

- C. Voting Privileges.** All active members shall have voting privileges at the Annual Meeting or at any other membership meeting of the Corporation. A Member who is not in good standing (e.g., who has not paid the required annual membership contribution) and Exhibiting Members on approved leave of absence shall not have voting privileges. (Art. III. Sec. 3)
- D. Life Members.** Membership may be granted by the Board of Directors to: (i) founding members for their contribution to the organization of the Corporation; and (ii) other individuals, for their extraordinary contribution to the Corporation. No annual membership contributions shall be required from Life Members. (Art. III. Sec. 2C)

Since 2013, Life Membership has been granted by the Board of Directors to any Exhibiting Member who has been a member in good standing for forty-five years or longer.

E. Annual Membership Contribution. Unless specifically exempted as set forth above, all members shall pay annual membership contributions as set forth in the Corporation's written policies. Exhibiting Membership and its privileges shall lapse for any Exhibiting Member who fails to remit the annual membership contribution by June 30th of each calendar year or such other date as established by the Board of Directors. Any Exhibiting Member whose membership has lapsed will be required to re-apply and to submit to the full application and jury process applicable to new members. (Art. III.Sec.4)

F. Membership Status. Exhibiting Members must re-jury if:

1. Two artists working in the same media, who juried as a team and the team disbands. The Standards Committee will review the individual Craft Artist's work during the image portion of the review process. The Committee Members will know that he/she is a current artist member who held a team membership in the organization.
2. An artist joined as an individual and now is working as part of a team with a previously un-juried Craft Artist. The team must apply together for the image portion of the review process in early April.
3. Piedmont Craftsmen exhibiting members are encouraged to be creative and "grow" within their media, however, they must re-apply if they change or add-on a media. Again, the Standards Committee will be informed that the Craft Artist is currently an exhibiting member in "x" media and wishes to add another media.

Members should notify the Piedmont Craftsmen office of these changes and request a new review of their work. The request and the review must take place prior to presenting work for exhibitions, consignment in the Gallery/Shop, or at the Annual Craftsmen's Fair. If the Craft Artist request for a new review is after the April image deadline, the Standards Committee Chair has the option of either including their work in the object review in November, or asking the committee to review images submitted via email.

The fee for a new review will be waived for exhibiting members in good standing. The Standards Committee has the option to call for objects or waive the object portion of the review. The object evaluation will be conducted during the annual Piedmont Craftsmen's Fair. (Adopted by the exhibiting membership in 2002)

IV. Mission and Vision Statements

(Adopted by the Board of Directors on January 31, 2016)

Mission: Piedmont Craftsmen is a non-profit 501(c)(3) promotes the value of fine craft. We champion the work of exhibiting members, provide education and create connections among artists, collectors, and the community.

Vision: Piedmont Craftsmen (Inc.) advocates for excellence in fine craft, and its member artists.

The full version of Piedmont Craftsmen's Bylaws, Mission & Vision Statements can be found on the website: <https://piedmontcraftsmen.org/craft-artists/exhibiting-artist-resources/>

V. Equal Opportunity Employer Statement

(Approved by the Board of Director on October 27, 2022)

Piedmont Craftsmen embraces and celebrates diversity to obtain excellence in fine craft. As a proud Equal Opportunity Employer, we steward inclusiveness for the benefit of our workplace, members and community.

VI. Operating Policies of the Piedmont Craftsmen Gallery/Shop

In order to provide the Exhibiting Membership with greater clarity and consistency we have developed the following operating policies for the Gallery.

Consignment

A. Eligibility

All exhibiting members in good standing are entitled to place work in the Gallery for sale. Any exhibiting member delinquent in paying membership dues for the current year by more than 90 days shall no longer be entitled to participate in the Gallery until dues are brought current. In the event the delinquent member currently has work on for sale in the Gallery, Piedmont Craftsmen shall be entitled to deduct any past due membership fees, (beginning with April) from Gallery sales, of the delinquent member to bring such member back into good standing.

B. Pricing

1. Retail price is set by the Lender/Craft Artist
2. The split is 60% to the Lender/Craft Artist, 40% to the Gallery
3. The Organization has the discretion to add a 5% surcharge to goods sold in the Gallery to defray costs. Pricing issues can be discussed with the Gallery Manager/Director.

C. Delivery of Work & Shipping

1. Lender/Craft Artist pays shipping on work sent to the Gallery/Shop.
2. Generally, the Gallery/Shop pays return shipping to the Lender/Craft Artist when work has been shipped. Other shipping options and cost to the artist may arise on case by case bases. Such as....
 - a. Request to ship work that was hand delivered
 - b. Request to ship the work to a 3rd party.
 - c. The weight of the art requires the building of special packaging
 - d. Costs for shipping exceed \$40, the artist will be asked to pay the difference
3. Hand delivery of work is accepted during regular Gallery hours: Tuesday – Friday during Gallery hours. Work maybe hand delivered on Mondays when prior approval has been received.
4. Saturdays have the limited staff available and (at times) the most customer traffic, Therefore, artists are discouraged from hand delivering or picking up work on the weekend. Also, the staff is not available to meet artist before or after Gallery hours or on Sundays.

D. Duration of Consignment

1. Length of time consigned works remain in the Gallery is to be mutually agreed upon by the Craft Artist and the Gallery Manager/Director. We find that refreshing work about every four to six months works well.

2. A seven (7) working day notification will be required for the removal of consigned goods from the Gallery. This also pertains to removing work from the gallery prior to the Craftsmen's Fair. Work cannot be removed from the Gallery during the week of or the weekend of the Craftsmen's Fair in November without prior notification previously mentioned. **No exceptions.** The staff requires time to remove the work from the sales floor, inventory system, website online Gallery (if necessary) and pack the work prior to the labor-intensive week of the Craftsmen's Fair. Artists who have made these early arrangements may pick up their work Thursday or Friday before the Fair during regular gallery hours. Please contact the Gallery Manager/Director to make any arrangements.

E. Payment for Consigned Goods Sold

1. Payment will be mailed to the Craft Artist on the 15th day of the month following the sale.
2. Direct deposit is available to artists who would prefer this method for commission sales as an alternative to paper checks. Contact the Gallery Manager/Director or President to have a form send to initiate this process.
3. If a Craft Artist is owed less than \$25 at the time of payment, the bookkeeper or Gallery Manager may choose to hold the payment until the next month or such time as a check can be written for more than \$25 or by the end of Piedmont Craftsmen's fiscal year.
4. As noted in paragraph "A. Eligibility" of the **Consignment** section, Piedmont Craftsmen is authorized to deduct any past due membership fees from consignment amounts due the Craft Artist beginning with commissions from April sales.

F. Off-site Exhibitions

1. Piedmont Craftsmen partners with various organizations to present off-site exhibitions that are not part of the regular exhibition schedule. The artwork is for sale during these exhibits and is covered by the host organization's insurance. The work is covered by Piedmont Craftsmen's insurance during transportation. It is our practice to select items for these shows from pieces at the gallery without notice to the Craft Artist. Artists may opt out of these exhibits by contacting the Gallery Manager/Director.

Special Sales

A. Special Orders

These are orders for which the Gallery acts as intermediary and handles all business relating to the special order. A contract is necessary between the Craft Artist, customer and Gallery Director/Manager. The split is 60% to the Craft Artist and 40% to the Gallery. Payment will be made to the Craft Artist within 30 days following completion, delivery of the order and full payment is received by Piedmont Craftsmen.

B. Referral Commission Sales

The Gallery/Shop is entitled to a commission on any sale for which the Gallery/Shop has served as referral agent by receiving the customer request and facilitating the customer's contact with the Craft Artist. For a Referral sale, no business is handled through the Gallery.

Upon the completion of the sale, the Gallery receives a 10% of the item's retail price from the Craft Artist.

VII. Piedmont Craftsmen Exhibition Policies

Objects loaned or consigned by the rightful owner to Piedmont Craftsmen Inc. for exhibition in its Gallery or at other sites under Piedmont Craftsmen's sponsorship, shall be subject to these conditions:

A. Care & Handling

Piedmont Craftsmen shall exercise appropriate professional care with respect to the loaned or consigned objects. Evidence of damage at the time of receipt or while in Piedmont Craftsmen's custody will be immediately reported to the Lender/Craft Artist. No alteration, restoration or repair of the objects will be undertaken without the written authorization of the lender. The Lender/Craft Artist certifies that the loaned or consigned object(s) is/are in good condition and will withstand the ordinary strains of packing, transportation and handling.

B. Insurance

1. Unless the Lender/Craft Artist expressly elects to maintain his/her own insurance, Piedmont Craftsmen will insure the loaned or consigned work according to Piedmont Craftsmen's then current general liability policy from the date of receipt to the date of return shipment.
2. Insurance for off-site exhibitions may be provided by the host site. Piedmont Craftsmen is not responsible for insurance coverage or for loss or damage to loaned or consigned work included in the exhibition, unless Piedmont Craftsmen specifically agrees to such responsibility. A description of the insurance coverage for offsite exhibitions will be included in the terms of the exhibit loan agreement signed by the Lender/Craft Artist.
3. Insurance during transit to Piedmont Craftsmen or any other designated exhibition venue shall be arranged by the Lender/Craft Artist according to the provisions of the carrier, costs of which shall be paid by the sender. The sender shall be responsible for processing insurance claims against the carrier. On return shipments from Piedmont Craftsmen exhibitions, Piedmont Craftsmen is the sender and is responsible for processing insurance claims against the carrier, otherwise, the Lender/Craft Artist is the sender and responsible for arranging insurance coverage and processing any insurance claims against the carrier.
4. If requested, the Lender/Craft Artist shall provide Piedmont Craftsmen with satisfactory documentation of appraised-value or fair-market value for the loaned/consigned objects. In the event of irreparable damage to the consigned object(s) while in the care and custody of Piedmont Craftsmen, Piedmont Craftsmen will pay the Lender/Craft Artist an amount equal to his/her proceeds from a regular sale at fair-market-value.

C. Transportation & Packing

1. Shipment to Piedmont Craftsmen shall be arranged and paid by the Lender/Craft Artist. Delivery must occur at least 10 days to two weeks before the exhibition opening date or as indicated in other written loan agreements. Unpacking and repackaging will be done by experienced personnel or crafts persons or under competent supervision. Objects will be returned in the same crates and materials (or equivalent) as received. Return shipment shall be arranged and paid by Piedmont Craftsmen.
2. The Lender/Craft Artist is encouraged to leave unsold work for consignment to the Gallery/Shop after an exhibit closes. Upon the closing of the exhibit, the Policies of the Gallery/Shop shall provide the operating guidelines for the artwork if it remains with Piedmont Craftsmen on consignment.

D. Publicity & Photography

The Lender/Craft Artist shall furnish a current resume, vitae or artist's biography and artist's statement. High resolution (300 dpi or higher) digital images are extremely helpful for

publicity for exhibits. Unless permission is expressly denied in writing signed by the Lender/Craft Artist, Piedmont Craftsmen reserves the right to photograph, telecast, record on video, feature on the Piedmont Craftsmen web-site, online Gallery, social media platforms or otherwise reproduce images of loaned or consigned work for publicity, promotions and educational purposes, or for use in our newsletter, on our website and other printed materials for noncommercial purposes.

E. Sales

In general, exhibition sales will be subject to the same rules as any Gallery/Shop sale (See section # IV OPERATING POLICIES OF THE PIEDMONT CRAFTSMEN GALLERY/SHOP.)

Off-site exhibitions may be subject to different policies including but not limited to different payment splits and payment timing. Description of these variances will be included in the terms of the exhibit contract. ALL CRAFTSMEN SHOULD READ THE ENTIRE EXHIBITION CONTRACT CAREFULLY TO ASSURE FULL UNDERSTANDING OF ALL TERMS.

F. Copyrights

Unless otherwise notified in writing, Piedmont Craftsmen assumes that all copyrights are to remain with the artists and will not be transferred to the purchaser at the time of sale.

G. Conflicts

In the event of conflict between these policies and any other form or document of the Lender/Craft Artist, the terms of these policies shall control the conditions of the loan or consignment of any objects to Piedmont Craftsmen. If the legal ownership of the loaned or consigned work(s) changes during the pendency of this loan/consignment, whether by reason of gift, insolvency, incapacity, death or otherwise, the new owner must establish his/her legal right to receive the objects by proof satisfactory to Piedmont Craftsmen.

H. Notification of Opportunities to Exhibit

Piedmont Craftsmen's Exhibitions Coordinator/ Gallery Director shall be responsible for notifying the entire Exhibiting Membership in a timely manner of upcoming exhibition opportunities, including special themed shows in the Gallery/Shop and in off-site locations. In case of venues that limit the work that may be exhibited (by medium, artist location, size, or other factors) Piedmont Craftsmen reserves the right to select potential exhibit participants from among Exhibiting Members who fit the venue's parameters. Special theme and off-site exhibitions are on a first come/first serve basis and are announced through Constant Contact. The artist must make sure that Piedmont Craftsmen has the correct email contact info so that the artist can receive these artist call invites.

I. Cancellation by Participating Artists

In the event that a Lender/Craft Artist must withdraw from taking part in a scheduled exhibition for any reason, they must notify the Exhibition Coordinator/Gallery Director in a timely manner in order to allow time to invite other artists to participate.

A Lender/Craft Artist may not remove work from an exhibition before the end of the exhibit.

J. Work by Non-Member Artists

On occasion Piedmont Craftsmen may elect to collaborate with other groups on exhibitions, or to invite non-member artists to show with Exhibiting Member artists in the interest of promoting partnerships or exploring specific themes. Any exhibitions that include work by collaborating artists are generally held outside of Piedmont Craftsmen's own Gallery/Shop, and will include no less than 51% (more than half) of work created by Piedmont Craftsmen Exhibiting Members. If an artist is looking to submit a collaborative piece for a gallery show or Gallery, the same rules apply. The artist member must have the majority of the work in the

piece (no less than 51%). This pertains to contributing parts of the piece that are integral to the piece as a whole.

K. Work by Exhibiting Members in Non-Juried Media

With the understanding that our Exhibiting Members are creative artists who may explore working in different media, Piedmont Craftsmen may allow and/or invite Exhibiting Members to send work in media other than that with which they juried in to Piedmont Craftsmen. These invitations and/or allowances will only be issued for Exhibitions that take place in venues other than Piedmont Craftsmen's own Gallery/Shop. For exhibits in Piedmont Craftsmen's Gallery/Shop, Exhibiting Members must show work that is in their juried membership medium. Artists are open to add to or change their medium. (Standards Information, Sec.F.3). Artists should contact the Gallery Manager/Director and/or the President for guidance and information on the steps involved.

L. Right to Not Show Work

Piedmont Craftsmen reserves the right to not show work which has been sent if it is deemed by members of the Standards Committee to be either inconsistent with the stated theme or not up to the standards expected of the artists. Piedmont Craftsmen may also decline to display work that is not exhibition ready (e.g., wall displayed work that is not ready to hang) or that cannot be displayed due to size or other limitations of the exhibition space.

When there are constraints on the size and number of pieces allowed in an exhibition, Piedmont Craftsmen reserves the right to limit the number of pieces displayed by a single Lender/Craft Artist.

M. Definitions

All references to defined terms in these Exhibition Policies shall have the same meaning as given in the Bylaws or other Policies of Piedmont Craftsmen, unless otherwise specifically provided in these Exhibition Policies.

VIII. Abandoned Art Policy *(Adopted by Board of Directors on February 25, 2016)*

Occasionally, artists feel the need to drop their membership. When this happens, the artist has responsibility to retrieve any and all work they may have remaining in the gallery. We fully understand that in some circumstances more time is needed to pick up work depending on how much is left behind, the size of the work, and where the artist lives. With that in mind, we would require that all remaining work be retrieved from the gallery within **two months** of written correspondence from the artist dropping their membership.

Shipping: Normal shipping terms apply, in that if the artist shipped the piece(s) to PIEDMONT CRAFTSMEN then we will ship them back to them at no charge to the artist. However, if the artist hand delivered the work and requests the work be shipped back then, the **artist** is responsible for the shipping charges, and these shipments may be sent COD. If this is the case, we will work with the artist to let them know the exact charges for shipping. As always, any artist who chooses to personally pick up their work should call ahead to make arrangements with the Gallery Manager/Director so the work can be safely packed before the artist's arrival.

After two months: If work is still with Piedmont Craftsmen after the two-month period and there has been no reply to any phone calls, emails or mailed requests, then any and all work is at this time considered abandoned. The work becomes the property of Piedmont Craftsmen and can be used as the organization sees fit. This could include use as gifts, auction pieces, etc. If any artist

has a problem with retrieving work in the two-month period, either by shipping or in person, they must contact Piedmont Craftsmen to make alternate arrangements.

IX. Policies of the Craftsmen's Fair

- A. ELIGIBILITY:** Any Exhibiting Member whose dues are paid in full is eligible to participate as an Exhibitor in the Fair under the terms and conditions set out in the Fair contract.
- B. BOOTH FEE:** An initial deposit of \$100 is due with your signed contract. The remainder is due on or before a date stated in the contract. **OTHER PAYMENT OPTIONS:** You may authorize Piedmont Craftsmen to charge your credit card in equal payments scheduled **on receipt of contract, and subsequent payments on the first week of the month.** If you are interested in this option, contact Piedmont Craftsmen for payment amounts. Or you may pay using PayPal. Contact the office to make arrangements or discuss options.
- C. RESERVATIONS AND PAYMENT:** Booth space must be reserved and paid for according to the terms on the front of this form. The standard Single Booth is 10' wide by 10' deep and includes 8' gray colored curtains, electricity consisting of a power line adequate for handling 500 watts, and two Exhibitor Assistant passes. Corner booths and additional power are available for additional fees. You may charge your payment to Piedmont Craftsmen on MasterCard, VISA, Discover or AMEX; please give name on card, card number, security code, expiration date and amount. (Front crossbar, black drape, tables, and carpet will be made available through Hollins Exposition Services, our exhibition services provider, separate and apart from this contract.)
- D. SALES TAX:** Exhibitors **must** register with the NC Department of Revenue and obtain a sales tax identification number. Your Piedmont Craftsmen's Fair contract will not be processed without a sales tax identification number (or indication that the application is pending) and Exhibitors are responsible for collecting and paying the required 7% sales tax. **PIEDMONT CRAFTSMEN** is required to provide the NCDOR with a list of our exhibitors in the event that they come to our event to check.
- E. BOOTH LOCATION:** Booth location will be assigned by lottery in May or early June according to exhibitors' stated preferences and Fair Management's discretion. Only signed contracts with paid booth deposits will be eligible for the lottery. After lottery, booths will be assigned on a first-come/first-served basis according to your numbered preferences. Contracts received after all booth spaces have been reserved will be held on a waiting list. The order in which location assignments are made and the order of the waiting list will be determined solely by the date your contract and deposit/payment are received. Piedmont Craftsmen will make every effort to honor your booth location request, however, we must reserve the right to make booth location reassignments, if cancellations or health and safety restrictions require reconfiguration of the show layout.
- F. PROCEDURES:** Exhibitors agree to comply with the Fair Schedule and Procedures for setup, Preview, public hours, strike, parking and so forth as outlined in the Fair Exhibitor Update, which will be sent after location assignments have been made final (mid-OCTOBER). Proper, reasonable and safe marketing procedures which contribute to the overall quality of the Fair, as well as to the protection of the consumer, should be followed. Exhibitors are expected to conduct themselves in a professional and courteous manner. Artists must present their own work and all work shown must be the work of the exhibiting member. No agent or proxy exhibitors allowed. Any exceptions must be approved by the board.
- G. CANCELLATION:** **You must notify Piedmont Craftsmen of cancellation in writing. A refund of monies paid (less \$50 processing fee) will be made only on cancellations**

received in writing on or before NOVEMBER 1. No booth fee refunds will be issued on cancellations received after that date. PIEDMONT CRAFTSMEN, its agents, employees, Directors, and officers shall not be liable for failure to perform or fulfill its contractual obligation provided such failure is due to any cause or causes beyond its control, including, but not limited to acts of God, fire, flood, war, public disaster, strikes or labor difficulty, governmental enactment, regulation or ordered, or any other cause beyond its control, except that deposits will be refunded less an administration fee.

- H. EVENT CANCELLATION:** If public health and safety concerns mandate the cancellation of Piedmont Craftsmen's Fair, PIEDMONT CRAFTSMEN will refund in full any booth fees paid as of the cancellation date. All contracted exhibitors will be offered the option of participating in an alternative event if that is possible.
- I. SECURITY:** Armed off-duty police officers will provide 24-hour security during the Fair beginning at 6:00 p.m. Thursday, November 17. The building is locked after hours, and no one will be allowed entry for any reason until one half-hour before opening, but each exhibitor is responsible for his or her person, and dependent persons, and his or her own goods and possessions at all times.
- J. LIABILITY:** Neither PIEDMONT CRAFTSMEN nor Benton Convention Center is responsible for personal injury to exhibitors, loss of or damages to exhibitor's wares or personal property, or for loss or injury caused by products sold or exhibited by exhibitors. The exhibitor expressly releases PIEDMONT CRAFTSMEN, its agents, employees, Directors, and officers from all claims for such loss, injury or damage. Insurance for such loss, damages, or injury is the responsibility of each exhibitor at his or her own cost. In no event will PIEDMONT CRAFTSMEN be responsible for any consequential economic damage or lost profits as claimed as a result of any act or omission of PIEDMONT CRAFTSMEN.

X. Diversity Equity and Inclusion Policy

(Approved by the Board of Directors August 26, 2021)

At Piedmont Craftsmen a diverse, inclusive, and equitable organization is one where all involved feel valued, heard, and represented. We are committed to a nondiscriminatory approach to providing equal opportunity - for employment, for artist membership, for leadership, public participation, and patronage - in all that we have to offer.

As a nonprofit arts organization and cultural institution, maintaining an inclusive environment means taking every opportunity to highlight, explore, and advocate for the ways in which fine craft reflects cultural experience. Fine craft is relevant and important across generations, cultures, and history, but has evolved and become woven into an industry that can be inaccessible to some. Thus, it is our commitment and our promise to always pursue ways in which we create opportunities for artists and the community to thrive, regardless of race, ethnicity, gender, sexual orientation, cultural identity, age, nor any other significant identifier that might otherwise negatively impact a person's success in, or ability to enjoy, fine arts.

Further, we are committed to assessing all ways in which our policies and procedures have been exclusive in any way, currently or in our past. The organization is committed to holding ourselves accountable, to ensure that this statement is not a statement alone, but an actionable plan with built-in accountability, ongoing assessment, and sincere efforts to deepen our understanding in regards to discrimination in the arts, our role and responsibility toward the community of artists,

collectors, and patrons as whole, and how to deepen our positive impact in the universal - as well as local - effort in building a more equitable and inclusive sector.

XI. Standards of Professionalism Policy

(Approved by the Board of Directors on January 25, 2024)

1. **Purpose:** Piedmont Craftsmen, Inc (PCI) champions building a vibrant (let's incorporate our inclusion language adjectives) fine craft ecosystem among its artist members, affiliates, donors, clients, community at-large - all its Stakeholders. To this end, PCI recognizes the importance of polite engagement and professional communication and promotion whether electronically, written, or in-person. The adherence to these policies will promote PCI's values and objectives.

These professional standards apply to all communication formats and to all Piedmont Craftsmen Stakeholders.

2. **Piedmont Craftsmen's Stakeholders:** The PCI Stakeholders include a wide group of individuals and organizations including but not limited to:
 - Artist Members (Artists that have been accepted to the PCI guild)
 - Provisional Artist Members: (Artists who have completed some but not all the Artist Member application process)
 - Reciprocal Artist: (Artists who have been invited to participate in any Piedmont Craftsmen events)
 - Donor Members: (Individuals who have contributed financially to Piedmont Craftsmen)
 - Sponsors: (Sponsors of PCI's events, facilities, activities or artists)
 - Partners: (Other organizations that work in conjunction with PCI)
 - Agents: (Anyone acting on behalf of Piedmont Craftsmen)
 - Granting Organizations: (Arts Councils, Foundations, etc.)
 - Employees: (Salaried and hourly)
 - Volunteers: (Including Board Members, unpaid Interns, etc.)
 - Contractors: (Service providers)
 - Clients (Visitors to PCI facilities or events and those individuals that PCI serves)
 - Piedmont Craftsmen, Inc and greater community
3. **Communications:** Communications include all forms of interaction, including but not limited to emails, text messages, mail/letters, in person, oral, verbal, non-verbal, virtual, any digital/social media (e.g. websites, posts, Facebook, Instagram, LinkedIn, X (Twitter) TikTok, etc.) or other types of messaging.
4. **Communication Standards:**
 - a. **Accuracy and Authenticity:** Piedmont Craftsmen strives and reserves the right to ensure that all communications and information are accurate, reliable, and authentic.
 - b. **Professionalism:** Stakeholders are to promote respectful conversations, and maintain professional tone and conduct.
 - c. **Harassment:** Harassing, trolling, bullying, arguing, threatening, using libelous, slanderous, offensive language, or making derogatory or irrelevant comments about

Piedmont Craftsmen, PCI artists, their artwork, or PCI Stakeholders is unacceptable.

Piedmont Craftsmen has zero tolerance for this type of behavior.

- d. **Intellectual Property:** All intellectual property rights are to be respected. While creating or sharing content, copyright laws may require obtaining proper permissions, giving credit for content, or not using material. The artist's name and/or Piedmont Craftsmen should be credited (or hash tagged) on images published.
- e. **Personal Opinions:** When expressing personal opinions, one must clearly state that the views expressed are personal and do not represent the opinions of Piedmont Craftsmen.
- f. **Private Information:** Confidential, private or sensitive information about Piedmont Craftsmen or its stakeholders should not be shared.
- g. **Relevant Content:** When sharing content related to Piedmont Craftsmen, ensure it aligns with its mission, values, and goals. Promoting the work of our artists, events, educational programs while maintaining a balanced representation across different mediums and artists Highlighting the mission, values, and goals.

5. Social Media Account Management:

- a. **Account Ownership:** Social media accounts representing Piedmont Craftsmen are owned by the organization. PCI reserves the right to ensure communications are truthful and follow these guidelines.
- b. **Monitoring:** Piedmont Craftsmen regularly monitors its social media accounts and communication channels for comments, reactions, messages, shares, and mentions. PCI reports any issues to appropriate internal and external parties.
- c. **Authorization:** PCI stakeholder or representatives may not create official or official-looking communications on behalf of Piedmont Craftsmen without proper authorization.

6. Violation Consequences: Violating these standards may result in the following, but not limited to: written warning, censure, suspension (e.g. not taking part in future exhibits, gallery shop and/or craft fair) or revocation of membership, reporting, blocking or deleting on social media.

7. Procedures: The process outlined below are guidelines to address any violations of the communications standards. It is important to note that any concerns, issues or constructive feedback will be kept in confidence.

- a. Send concerns or issues or constructive feedback to the President of Piedmont Craftsmen by electronic or written letter describing the incident with any supporting documentation within 30 days of the event. The President will pass the information on to a Committee selected by the Board to address the issue.
- b. Within 30 days, the Committee will send a written or electronic letter to the Accused Party requesting that they present their version of the event. The Accused will have up to 30 days to respond in writing or via email. If the Accused does not respond, the Committee may assume the Accused does not have anything to add and may take action. The Committee will make a ruling and inform all parties in a timely manner.
- c. If the Accused Party wishes to appeal, they may do so within 30 days of receiving the Committee's decision. If no appeal is made within 30 days, the decision will be final.

8. Appeal Process:

- a. The Accused Party may appeal the Committee's decision within 30 days. They should give notice of appeal and submit their position electronically or in writing to the Board Chair for full Board consideration.
- b. The Board will begin reviewing the matter at their next scheduled Board meeting. The Board will provide a final decision.

XII. Amendment of Exhibition Policies

Piedmont Craftsmen reserves the right to amend, modify and change these any and all of these Policies. Upon any such amendment, modification or change of the Exhibition Policies, Piedmont Craftsmen will distribute such updated copies to the Exhibiting Membership.