

## 2026 PAFF ArtFEST Guidelines

It is our objective to maintain the **Pan African Film Festival ArtFEST** as an arts festival featuring fine art, quality craft and designer merchandise. PAFF will accept only fine art and photography, handmade unique crafts and jewelry and designer fashions and accessories. An artist or gallery whose merchandise is inconsistent with that described in the application and depicted in the photographs or website will be removed from the show. **No refund will be given. There will be no exceptions.**

### A. Displays

Displays must look neat and professional. All items must be placed on a table, easel, grid or display stand. Designers should have professional display equipment such as racks, grids, and mannequins. Works cannot be propped up against railings, walls or planters. Tabletops and table legs must be covered with a black fire-retardant fabric. You must provide protection for the floor if you are demonstrating in your booth. Booth size will vary, based upon location and approved by the Venue Host and the Fire Marshal. All booths must be staffed at all times during business hours. Booths that are closed during business hours risk removal. There will be no refunds. You must provide your own assistants. PAFF and Venue take no responsibility for loss, damage or theft.

**Please Note:** PAFF will no longer provide tables, chairs, tablecloths, or grids. Artists/vendors must bring their own tables and chairs. Artists must provide their own display panels, grids, easels, etc. Grids and displays may not exceed 6 feet in height. There are no exceptions.

### B. Set-up

Exhibitors may be given specific locations for parking, loading and unloading. There will be an exhibitor's orientation meeting at the Venue on Wednesday, February 4, 2026, from 8:00pm – 9:00pm. Set-up will immediately follow the orientation meeting, beginning at 9:30pm and ending at 12:00am. **Absolutely no set-ups will be allowed during business hours.** Dollies will not be provided.

### C. Space Assignments

Exhibitors will receive exact space assignment before set-up. Location of space assignments will depend upon the ArtFEST design and layout, fire department regulations, ArtFEST and Venue Host requirements.

### D. ArtFEST Hours

Thursday – Saturday:	10am - 8pm
Sunday:	11am - 7pm

Exhibitors must be present or have a representative present during all business hours. Exhibitor removal or relocation may result if PAFF personnel determine that your closed booth diminishes the overall appearance of the show.

## E. Removal of Exhibitors

PAFF reserves the right to remove any exhibitor who displays inappropriate, threatening or disrespectful behavior, such as and without limitation, loud talking, cursing, fighting or intoxication. Any behavior or signage considered by PAFF or Venue Host to be disrespectful, inappropriate or harmful to PAFF and/or Venue Host, their staff or volunteers, venue merchants or shoppers will result in **immediate expulsion** from the show. **NO warning need be given; no booth fees will be refunded.**

Additionally, exhibitor can be removed before or during the event for reasons listed below, without limitation: ***(Removal will result in the forfeiture of entire booth rental fee paid.)***

1. Artist exhibitor sells work that is not consistent with his/her approved items.
2. Exhibitor's space continues to encroach into another exhibitor(s) space(s) after fair warning.
3. Exhibitor's space is closed or unattended during event hours.
4. Exhibitor's work is inappropriate for family viewing or displays inappropriate signage.
5. Exhibitor allows another exhibitor to replace him/her or sell in booth space without PAFF permission.
6. Exhibitor burns incense or uses materials that cause an odor or fumes that are harmful or unpleasant to the public.
7. Exhibitor sells incense, perfume oils, T-shirts and low-end mass-manufactured merchandise.
8. Exhibitor sets up in space not assigned to him/her and refuses to move when asked.
9. Exhibitor uses halogen lights or incandescent wattage in excess of 200 watts.
10. Exhibitor's set-up violates fire department, PAFF or Venue Host requirements.
11. Exhibitor's booth is not consistent with ArtFEST aesthetic and exhibitor refuses to come into compliance.
12. Exhibitor's activity harms or damages in any way the walls, floors or fixtures of the Venue Host. Note: Exhibitor will be held financially responsible for the cost of any repair, replacement and/or cleanup necessary as a result of their harmful activity.
13. Exhibitor fails to follow ArtFEST guidelines and rules.

Questions should be sent to: [artshow@paff.org](mailto:artshow@paff.org).

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