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January 28, 2011

The Honorable John C. Hieftje  
Mayor, City of Ann Arbor  
and the Ann Arbor City Council  
City of Ann Arbor  
100 N Fifth Ave  
Ann Arbor, MI 48104

Dear Mayor Hieftje and Council Members:

The Guild of Artists & Artisans respectfully requests the following street closures and city services for the **42nd Annual Ann Arbor Summer Art Fair**, July 20-23, 2011.

#### **DATES and TIMES**

Street closures and sidewalk permits are requested to begin on Tuesday, July 19, 2011 at 6 a.m. and continue through Sunday, July 24 2011, ending at 5 a.m.

#### **STREET CLOSURES**

**Main Street:** To be closed from Huron Street to William Street; Huron, Washington, and William streets will remain open to traffic.

**Liberty Street:** To be closed from Main Street to Fifth Avenue; Ashley Street, Fourth Avenue and Fifth Avenue will remain open to traffic.

**State Street:** To be closed from William Street to South University Street; State Street to be closed from Madison to South University streets except for local and shuttle bus traffic.

#### **SIDEWALK PERMITS**

The use of the sidewalk at Washington at Main streets, William at Main streets, and Fourth at Liberty streets for portable toilets is requested. The sidewalk will not be closed; it will be used for the designated services.

#### **ACTIVITY AREAS**

Community activities and audience amenities are designated on the attached maps. Activities may include artist's booths, community organization booths, fair information booths, fair merchandise booths, concessions, radio remote broadcasting, fundraising activities, performance areas, children's activity area and demonstration areas. The Guild will coordinate art fair activities in the Main Street area with the Main Street Area Association.

#### **SIGNAGE**

Permission to place temporary signage within the fair site is requested. Signs will identify activities, services and provide directions for fairgoers.

#### **SOLID WASTE**

The use of the streets on Washington at Main, Ashley at William, and on Maynard between Jefferson and William, for dumpsters is requested. The streets will not be closed rather will be used for the designated services.

The Guild requests ten dumpsters. Four dumpsters will be located on Washington Street east of

**T H E G U I L D O F A R T I S T S & A R T I S A N S**

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Main Street, three dumpsters on the east side of Ashley at William streets, and three dumpsters on the west side of Maynard Street. The Guild is in communication with the Plant and Maintenance Department and the University of Michigan, concerning the dumpsters to be placed adjacent to University of Michigan property. The placement of the Maynard Street dumpsters will also be coordinated with the State Street Area art fair. A detailed map will be forwarded to the Solid Waste Department. Daily service of all dumpsters is requested.

We request cardboard waste receptacles and liners for use by the *Ann Arbor Summer Art Fair*. The provision of eight wheeled carts for waste transportation from the fair areas to the dumpsters or recycle centers is also requested.

The *Summer Art Fair* proposes several recycling centers for use by the artists and the audience. Locations include: William and Main streets (AATA stop); State and William streets (shared with the State Street Area art fair); South University and State streets (AATA stop); Liberty and Ashley streets; and Liberty and Fifth Avenue (shared with State Street Area Association). The Solid Waste Department will provide the container pickup. The art fairs recyclables include Art Fair Guides, cardboard, newspaper, cups, cans, and similar materials.

#### **POLICE and FIRE PROTECTION**

We request adequate Police and Fire coverage for the State Street and Main and Liberty Street areas of the fair site during the fair hours and overnight during the event.

#### **BARRICADES, PARKING and UTILITIES**

We request placement of barricades at the appropriate intersections and alleys, as noted on the attached maps. We also request use of the electrical service on the light poles on Main and Liberty streets. As in the past, specific requests for meters to be bagged and use of the small surface lot at the northeast corner of Main and William will be coordinated through the Downtown Development Authority.

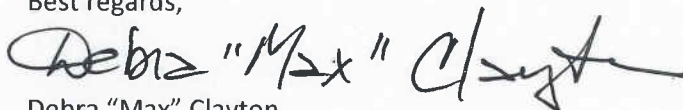
#### **INSURANCE**

Proof of Insurance will be provided.

The Guild of Artists & Artisans will continue to coordinate our *Ann Arbor Summer Art Fair* activities through the Mayor's Committee on Art Fairs. The locations and uses identified on the maps are confirmed to the best of our ability at the time of this request, but possible minimal changes may occur. If the Council requests, updates will be provided.

Thank you for your support of the *42nd Annual Ann Arbor Summer Art Fair* and for the excellent city services we receive.

Best regards,



Debra "Max" Clayton  
Executive Director and CEO

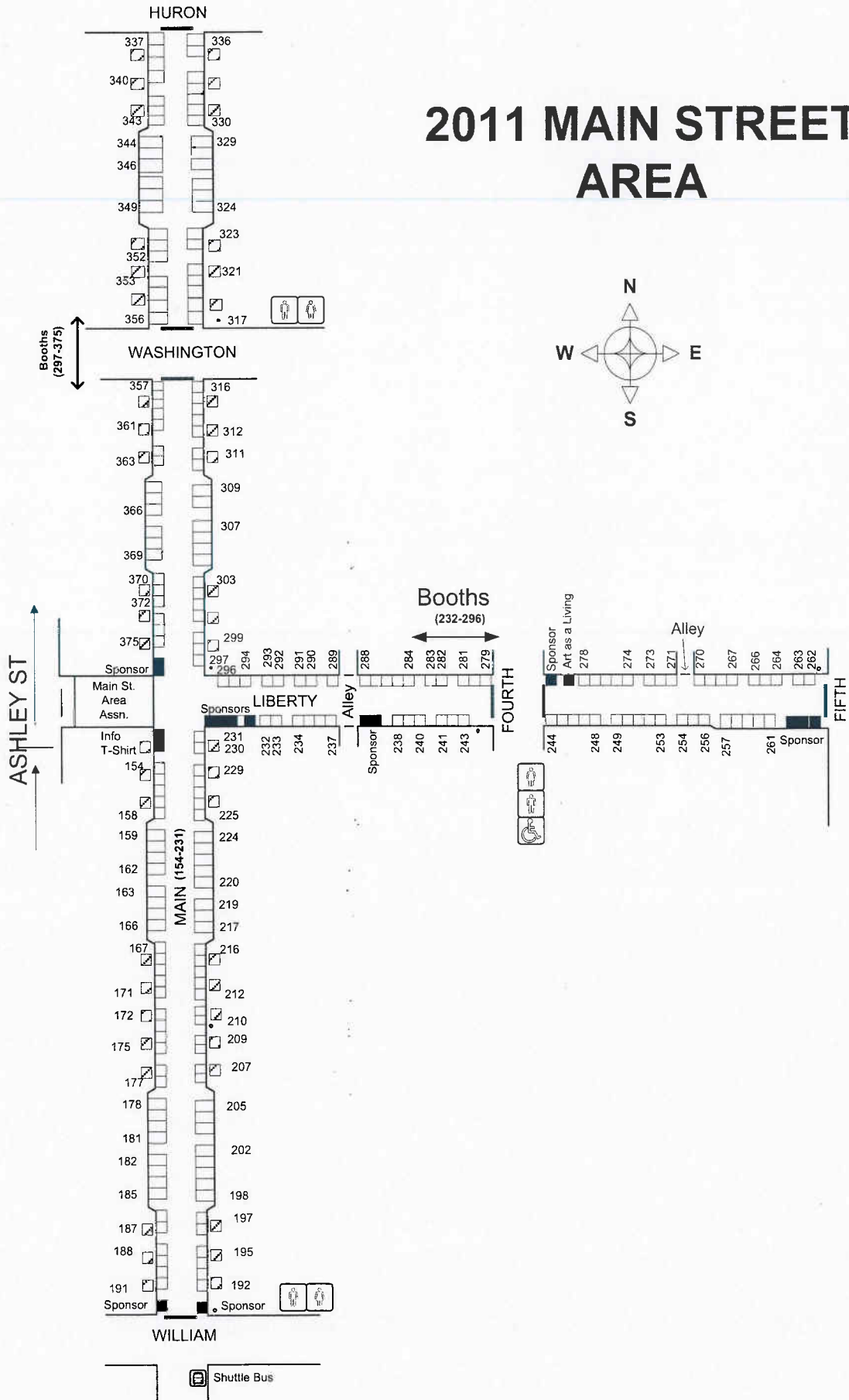
#### **Attachments:**

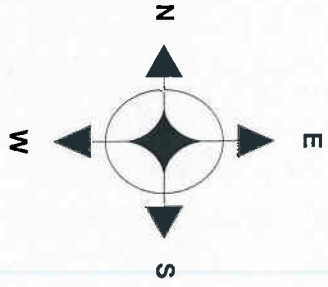
Main Street Area fair map  
State Street Area fair map  
Performance Stage Description and Details

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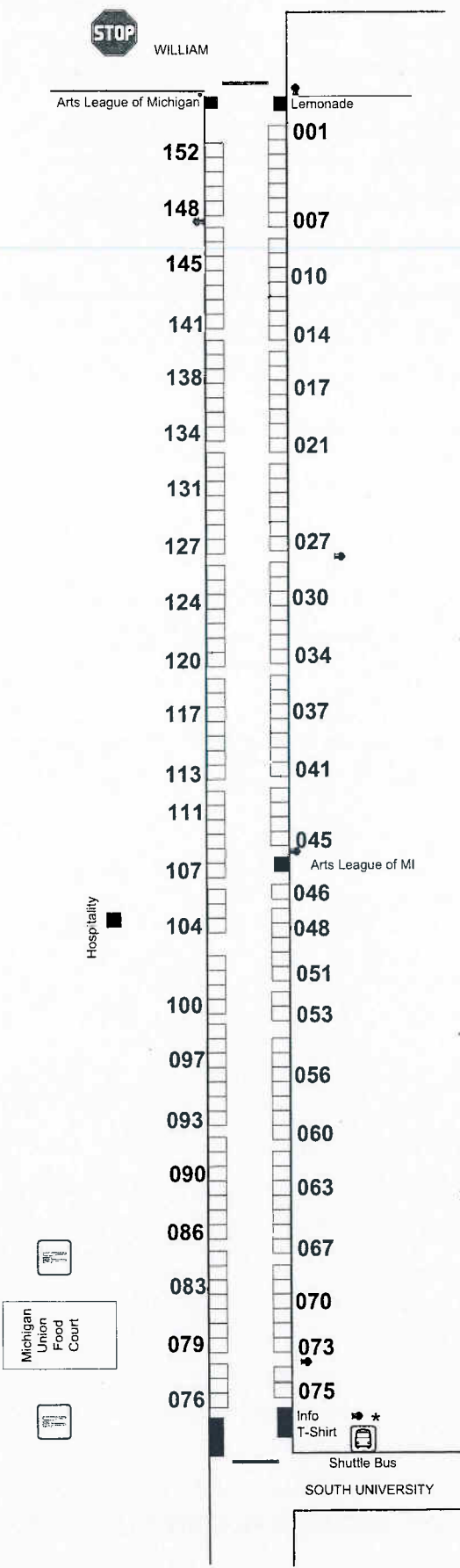
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# 2011 MAIN STREET AREA





# STATE STREET AREA 2011



## **Ann Arbor Summer Art Fair Performance Stage**

### **Description and Details**

The Guild stage, located near the intersection of Ashley and Liberty in the Main Street Area food court, is 12 feet wide and 16 feet in length. The stage is the last component of The Guild show to be assembled; usually around 6 p.m. on load in day. The timing allows artist and food vendor load in safely and without interruption.

The back of the stage sets up on one foot of the curb to allow for a 20 feet fire lane between the edge of the stage and the food court tables.

Performances begin at 12 p.m. Wed-Sat of the show. Wed-Fri the last act begins at 7 p.m. and ends at 8:30 p.m. On Saturday, the last act begins at 3:30 p.m. and ends at 5 p.m. At that time, the stage is broken down to allow more room in the area for artist and food vendor load out.

For additional information:

Alan M. Bogl, Jr.

Art Fair Operations Director

734.662.3382 ext.105