

## **MOUNTAIN BROOK ART ASSOCIATION 2012 ♦♦♦ SHOW DAY INFORMATION**

**BOOTH ASSIGNMENTS** will be sent by email the week of the show. They will also be posted by the main gates of the field on Friday afternoon.

**SHOW-DAY INFORMATION PACKETS** should be picked up by 8:00 AM at the Hospitality Booth on the morning of the show. Open & read immediately. Packets contain field map, tax envelopes, 3-part credit sales forms, Hospitality contact numbers, any changes, your name tag & booth sign. **Attach your booth sign to the upper front right corner of your booth (as you face it) by 8:30 AM when judging begins.**

**BOOTH SPACES:** It's VERY important that you bring the front edge of your tent in line with and centered between the two wire flags that mark your space. This will insure that the aisles are of a consistent width. Each display area is approximately 12' x 12'. You should allow a space of 1-2 feet between you and your neighbor. You may set up an umbrella or shade tent behind your main display area. If you show or sell from this space, you should be paying for two booths.

**FIELD RULES:** Pets and smoking are not allowed on the field. Some customers ignore the pet rule but we cannot. No driving on the field for any reason; no stakes or anything (i.e., floral stands) inserted into the ground; no using the fence or any park fixture to display art; **no trash left behind** (bring an extra trash bag).

**SETUP & TAKE DOWN:** Weather permitting we can set up after 5PM on Fri., Apr. 20 once the Field Chairman gives the OK. Please do not enter field before the OK is given. Parking spaces along the fence and street should be used for dropping off supplies near the gate. Once unloaded (15 min. or less), please move your vehicle to allow other artists the same close access. **Save precious parking spaces for our customers!** Your booth should be ready for judging by 8:30. The show opens at 9 AM (or noon on Sunday for the raindate). Take down begins at 4 PM (consult a cell phone). Non-compliance or failing to show will result in exclusion from future shows.

**SETUP ASSISTANCE** will be provided by our local Boy Scout troop on Friday evening and Saturday morning. They also will assist in take down after the show. Boy scouts can be utilized to haul equipment from your vehicle and assist with the tents. Hospitality will have priority in their assistance so please be patient

**NOTE:** Plan for very heavy dew overnight. Most exhibition tents are water-resistant, not waterproof.

**SECURITY:** MBAA & the Board of Education are not liable for damage or theft but we hire Mountain Brook policemen to watch the field Friday or Saturday nights & all gates are secured.

**SALES & TAXES:** Bring three (3) checks for paying the sales tax you have hopefully collected. **Payment is by check only!** You must sign and turn in the state, county & city tax envelopes to the Hospitality Booth before you leave the field at the end of the day even if you have no sales. Each government entity will receive a list of exhibitors and expects an envelope returned for each artist. All artists must charge the standard total of 9% sales tax at the show (4% AL, 3% Mtn. Brook, 2% Jefferson County). The county requires a \$1000 bond to insure that we all pay our taxes. This money will not be refunded unless everyone turns in their envelopes—sales or no. If you prefer to include sales tax in your pricing, please write "tax included" on the sales slip.

**CREDIT SALES:** MBAA provides credit card service at the Hospitality Booth for a 3% fee of the total transaction (basically what it costs us). You will receive a check from MBAA for your sales a week or two after the show but your **sales taxes must be paid at the end of the day as usual.** **PROCEDURE:** Completely fill out the 3-part credit sales slip provided in your packet (more available at Hospitality). Include your name, customer name, address and phone number. **KEEP** the bottom copy. Customer takes the remaining 2 parts to Hospitality where the transaction is processed. Customer leaves one part with Hospitality and returns to you showing their part marked "PAID" and picks up their purchase.

**JUDGING** starts at 8:30 AM. Any piece not to be included in the judging (such as prints, giclées or past winners) should be marked with a **yellow dot**. All prints and giclées should be marked as such and should not take up more than 25% of your display area. A bin of prints within your display area is fine. Norton's Florist Competition entries should be brought to Hospitality by 8:30 AM Saturday (or by 11 AM Sunday for the raindate). Entries should be dry, labeled and priced, and ready to hang for judging. Please have a legible name on the back. Leave a spot on your display for its return after judging.

**AWARDS:** An awards poster will be displayed at Hospitality when judging is completed. The award ribbons are Best in Show: Professional, Best in Show: Semi-Professional and Best in Show: Emerging Artist. There will also be six Awards of Distinction with no restrictions on category. Norton's Florist Competition prize will be a ribbon, the actual flora arrangement and a gift certificate from Norton's. What category are you in? On average per year: Pro - you make more than \$4K from your art or teaching; Semi - you make less than \$4K; Emerging - you make less than \$1K.

**VOLUNTEERS:** MBAA member volunteers may exhibit a few (2-3) paintings in the Hospitality Booth (space permitting) after the Norton's judging is completed which may include volunteers' entries. All taxes & guidelines apply. Remember to price the paintings and pick them up by end of show. Volunteers who sell paintings must pay all sales taxes before end of day. Cards or brochures may also be hung with the paintings.

**MBAA HOSPITALITY/CHAMBER OF COMMERCE BOOTH** functions as the center for information, awards, assistance, tax collecting, credit sales, membership, lost & found, first aid, etc. During the show, volunteers are available to booth-sit by calling Hospitality at 908-5829.

**AMENITIES:** Five Porta Potties will be located on Vine Street (far end from the school). The Eat/Rest/Create station will be centrally located where people can eat their lunch, rest and enjoy the music. Mafiaoza's will have a food table set up there and will give a 10% discount to all artists showing their name badge. The local ice cream truck will be in the upper parking lot near the tennis courts. We should have at least one other food vendor on hand. The Mtn. Brook High School "Jazzmatics" will be on hand to play for a couple of hours.

**WEATHER:** Check the MBAA web site for the latest information: [MountainBrookArtAssociation.com](http://MountainBrookArtAssociation.com) If it looks like a morning shower to clear up by noon, we'll probably show that day. Be prepared to call, text and social media your client base to come! The raindate is the following day, Sunday, April 22 from 12 - 5 PM (set up by 11AM). **There are no refunds due to weather.**

**REMEMBER TO BRING:**

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| <input type="checkbox"/> Checkbook with 3 checks for sales taxes  | <input type="checkbox"/> Chair/s (suitable for lawn) |
| <input type="checkbox"/> Cash for sales change and for food       | <input type="checkbox"/> Cell phone                  |
| <input type="checkbox"/> Calculator                               | <input type="checkbox"/> Step stool                  |
| <input type="checkbox"/> Sales receipts (3 part for credit sales) | <input type="checkbox"/> Sunscreen                   |
| <input type="checkbox"/> Hooks for hanging art (drapery or "S")   | <input type="checkbox"/> Trash bag                   |
| <input type="checkbox"/> Business cards, guest book               | <input type="checkbox"/> Water                       |
| <input type="checkbox"/> Tape, pens, yellow stickers or pen       | <input type="checkbox"/> Hat                         |
| <input type="checkbox"/> Red stickers or pen (for sold items)     | <input type="checkbox"/> A smile & a sense of humor! |
| <input type="checkbox"/> Towels (cloth or paper)                  | <input type="checkbox"/> Other: _____                |
| <input type="checkbox"/> Waterproof footwear                      |  |
| <input type="checkbox"/> Donation for Door Prize                  |  |

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