

# MOUNTAIN BROOK ART ASSOCIATION 33rd ANNUAL SPRING ART FESTIVAL

## 2014 REGISTRATION FORM

Show Date: April 5, 2014 (9 AM- 4 PM) Rain Date: April 6, 2014 (NOON - 5 PM)

Acceptance in the festival is based primarily on the date received and acceptance of ALL completed forms as well as eligibility. Your check will be held until **Feb 25** which is the last day you can withdraw from festival with a full refund. No refunds due to weather.

**ELIGIBILITY:** Exhibitors must be active members of MBAA in good standing by attending at least one meeting or volunteering during the 12 months prior to the festival. **Field is limited to only 100 artists.**

Your name (as you want it listed on signs): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell \_\_\_\_\_

If sharing a booth\*, please list the other artist: \_\_\_\_\_

\*Shared booths require a registration form and \$65 fee from each artist, per booth, before Feb 10 or \$80 after Feb 10.

### Fees & Forms to Accompany this Registration:

\_\_\_\_\_ Exhibitor fee of **\$65 per artist, per booth** until Feb 10 . **\$80** after Feb 10<sup>th</sup>, payable to "MBAA". Check to be held until Feb 25

\_\_\_\_\_ Number of booths requested.

\_\_\_\_\_ City of Mountain Brook Tax Form completed and signed.

*To Assist in Promoting the Art Show I Will Distribute the Following:*

\_\_\_\_\_ Number of yard signs I already have. (These will need dating stickers with 2014 date)

\_\_\_\_\_ Number of yard signs (requesting). Must be picked up at the March meeting.

\_\_\_\_\_ Number of postcards I need to order. Postcards ordered available at March meetings.

*I have carefully read and agree to the 2014 show guidelines including:*

- The deadline to cancel my participation in the festival is Feb. 25, 2014 by talking directly to the Festival Chairman. *After this date, I understand that my fee is non-refundable.*
- Any booth breakdown before 4:00 PM or failing to show up to exhibit will result in my exclusion from the next festival.
- The Mountain Brook Art Association and the Mountain Brook Board of Education are not responsible for any damage to personal property or injuries.
- I have no guarantee as to the booth placement for the festival.
- The MBAA Festival Chairman reserves the right to exclude any work deemed inappropriate.
- I promise to submit my signed Mountain Brook, Jefferson County & Alabama Tax envelopes at the closing of the festival, whether or not I have sales.

Signature \_\_\_\_\_ Date Submitted \_\_\_\_\_ 2014

**Amount paid** \_\_\_\_\_

Check # \_\_\_\_\_

**OR** Paypal confirmation number \_\_\_\_\_

Paypal date paid \_\_\_\_\_

Name on Paypal account or on card \_\_\_\_\_

Scan & email to

[MtnBrookArtAssoc@gmail.com](mailto:MtnBrookArtAssoc@gmail.com)

or mail to :

MBAA, Festival Chairman, P.O. Box 531194, Birmingham AL 35253

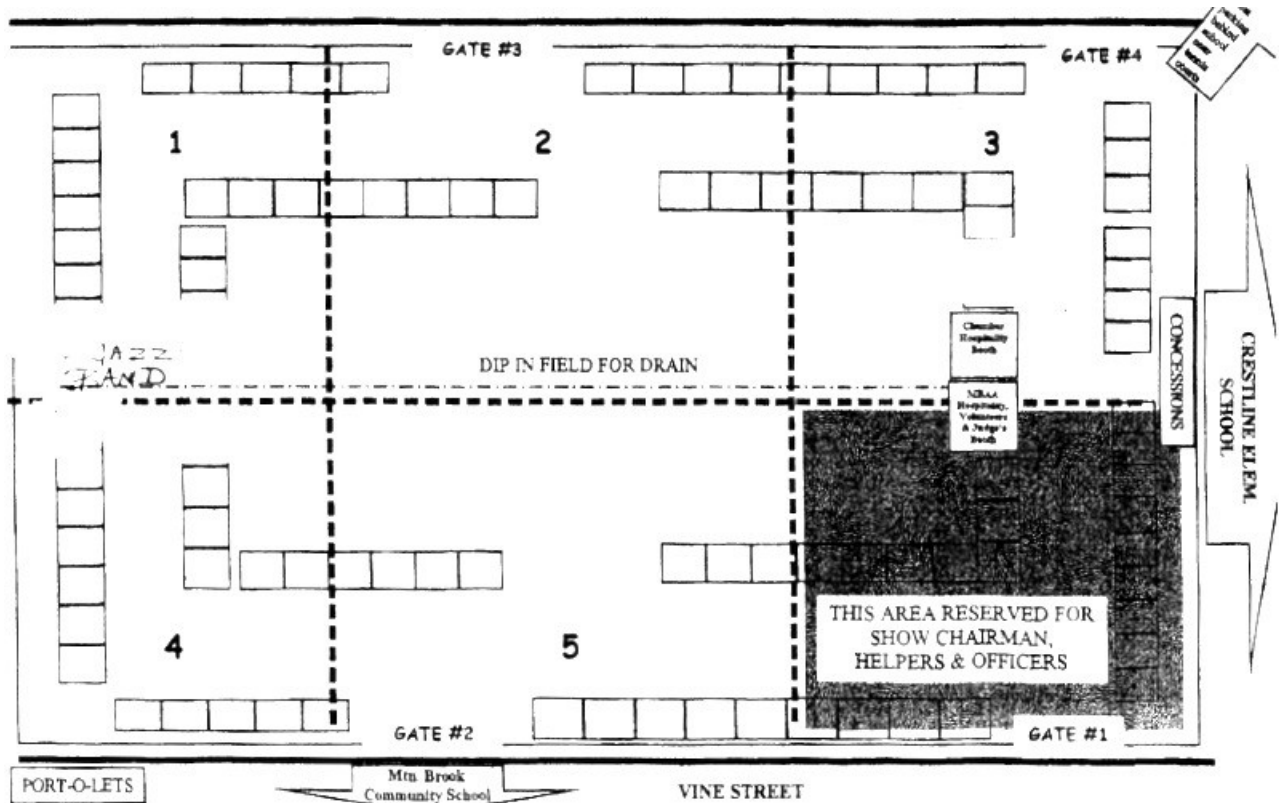
# MOUNTAIN BROOK ART ASSOCIATION SPRING SHOW LAYOUT

**BOOTH SITE PREFERENCE:** On field map below, please note your section preference and special needs.

NAME \_\_\_\_\_

Please mark *preferred section* of field (circle all that apply, in order of preference).  
 These sites may not reflect what actually occurs when the field is set, according to the number of artists accepted.

## ELM STREET



PORTI-POTTIES this area

**STATE SPECIAL NEEDS:**

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**Please staple to backside of registration form.**

# MOUNTAIN BROOK ART ASSOCIATION SPRING ART FESTIVAL 2014 GUIDELINES

## **ARTISTIC GUIDELINES FOR ALL WORK**

Your participation in the festival means that you agree to follow these guidelines: Only the work of the artist paying for the booth will be displayed. All work will be original, based on the artist's imagination or own photograph, untouched by an instructor. Only 2-dimensional art allowed, executed in paint, dry or mixed media of traditional painting/drawing materials. Fine art collage is acceptable but new collage exhibitors must submit work for approval and must use same general substrates. No visible photography to be included in collage or incorporated into paintings. Artwork must be executed on traditional grounds (Example: canvas, board, paper) No crafts, photography, pottery, ceramics, jewelry, or sculpture allowed. Framed prints of your original paintings are allowed, but the majority of hanging space must be original. All prints must be identified as prints and giclees must be marked as prints or giclee prints. Note cards from your original paintings are allowed.

The MBAA Festival Chairman reserves the right to exclude any work not following these guidelines and any work deemed inappropriate for this family-oriented festival. *Remember that selling a painting copied from another artist's photograph or painting is unethical and it's illegal!*

*All questions should be directed to Festival Chairman or president.*

## **IMPORTANT INFORMATION**

### **SETUP**

#### **BOOTH SPACES:**

Booth locations will be posted on the Vine and Elm Street fence entrances, closest to the school, by 4 PM on Friday before the festival. Each display area is approximately 12' x 12'. Each exhibitor must stay within their assigned space and is responsible for that space and everything in it.

#### **FIELD RULES:**

No pets! 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.

#### **SETUP & TAKE DOWN:**

The field will be available for early set up some time after 5 PM on Friday, April 4, or whenever Field Chairman Ron Lewis determines that it is ready. A Boy Scout troop will be available to assist in setup & takedown. MBAA & the Board of Ed. are not liable for damage or theft but we do hire an off-duty Mtn. Brook policeman to watch the field overnight & gates are secured. Set up must be completed by 8:30 AM on Sat., Apr. 5 when the show and judging begins. Artists' cars must be moved from the perimeter of the field by 8:30 AM. Great parking is available behind Crestline Elem. next to the tennis courts on Elm Street. The festival ends at 4:00 PM with a signal from a megaphone. Any breakdown before the 4:00 PM signal or failing to show up to exhibit will result in your exclusion from the following year's festival.

**Rain date:** setup Sunday by 11:00 AM, takedown at end of show, 5:00 PM.

#### **ARTIST SHOW-DAY INFORMATION PACKETS:**

Packets should be picked up by 8:00 AM (or by 11:00 AM on the Rain Date) at the hospitality booth on the morning of the festival. Open & read immediately. The packet will contain important information, your name tag & booth sign. Attach sign to the front right corner of your booth by 9 AM show start (11:00 AM for rain date)

#### **VOLUNTEER ARTWORK:**

MBAA member volunteers may exhibit a few paintings in the Hospitality Booth. Volunteers are eligible for merit awards. All sales taxes must be paid the day of the festival. All guidelines apply.

### **SALES**

#### **TAXES:**

Important: **Bring your checkbook** for Alabama state, Jefferson county and Mountain Brook city tax. You must sign and turn all three tax envelopes to the hospitality booth before you leave the field at the end of the show **even if you have no sales**. Artists with a state license should turn in AL form with note stating they pay on their scheduled date. All artists must charge the standard 9% sales tax at the show (4% state, 3% city of Mtn. Brook, 2% Jefferson County). The festival packet will contain the envelopes for the City of Mtn. Brook, Jefferson County and the "one time sale" state tax form.

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 form—sales or not.

**CREDIT SALES:**

MBAA will provide credit card service for a 4% fee. These sales will be handled at the Hospitality Booth. For details, see Artist Packet provided at start of show.

**ARTWORK**

**AWARDS**

Ribbons will be given in 3 categories: one each for best body of work overall in professional category, semi-professional, and emerging artist. Additionally there will be 6 Awards of Distinction

**JUDGING**

Judging of artwork will only apply to original works, not prints.

**WINNERS**

Winners will be announced and posted at the Hospitality Booth.

**GENERAL SHOW INFORMATION**

**HOSPITALITY BOOTH** Functions as the center for information, awards, assistance, tax collecting, credit sales, membership.

**FOOD** A food vendor will take orders the week before the show and deliver then to the artists' booths.

**BOOTH SITTING** available for artists breaks. Arrangements made through Hospitality Booth.

**PORTI-POTTIES** will be located on Vine Street, across from the Board of Ed parking lot.

**WEATHER** Always check your email and/or the MBAA web site for the latest information. If it rains and clears up by noon on Sat., exhibitors should come and set up. If there is a severe thunderstorm or tornado watch in effect, the festival will be canceled unless the National Weather Service says it will end by noon. Otherwise, the rain date will be used. The Rain Date is the following day, Sunday, from 12 - 5 PM. There are no refunds due to weather.

**IMPORTANT DATES FOR EXHIBITORS**

**\*\*New exhibitors must attend one of the show info meetings.**

Feb 10		Entry fee rises to \$80
Feb 25		Deadline for dropping from show with refund. Checks deposited
March 6	11-12:00	MBAA * * Pre-show question session mandatory for 1 <sup>st</sup> time exhibitors. ( or evening meeting) Pick up cards, posters and signs. Canterbury Methodist
March 6	NOON	Regular meeting featuring demo artist
Mar 18	6 - 8PM	* * Evening Meeting focusing on show questions. Mandatory for 1 <sup>st</sup> time exhibitors ( or choose day session) Pick up cards, posters and yard signs. Emmet O'Neal Library
April 4	4:00pm	Early setup. <i>Exact time determined by Field Chair Ron Lewis</i>
April 5	SUNRISE	Sunrise setup for early birds
	7:30 AM	Artist info packets at Hospitality Booth
	8:30 AM	Cars moved to parking lots, Norton's entries at Hospitality Booth
	9:00 AM	FESTIVAL START
	4:00 PM	FESTIVAL END. TAX ENVELOPES TO HOSPITALITY BOOTH
Apr 6	NOON	Rain day festival start
	5:00 PM	Rain Day festival end. Tax envelopes to Hospitality Booth

# City of Mountain Brook Promissory City Sales Tax Form

I, (print) \_\_\_\_\_ agree to pay  
all

sales tax due to the City of Mountain Brook (3%) for any and all sales that I make at the Mountain Brook Art Festival at Crestline Elementary School on April 5, 2014 or rain date of April 6, 2014. Sales tax will be paid before leaving show in an envelope provided. Artists holding a current Mountain Brook license will pay the day of the festival.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

Email \_\_\_\_\_

\*\*If you have a Mountain Brook Sales Tax number please list:

\_\_\_\_\_

Melissa Honeycutt, Revenue Examiner  
802-3808  
City of Mountain Brook  
PO Box 130009  
56 Church St  
Mountain Brook, AL 35213

**ATTENTION ALL ARTISTS:**  
**PLEASE TURN THIS FORM IN AS A SEPARATE PAGE,  
WITH NO OTHER PAPERWORK ON THE BACKSIDE, SO  
IT CAN BE TURNED IN TO THE MOUNTAIN BROOK  
REVENUE OFFICE.**