

Art in the Village

MOUNTAIN BROOK ART ASSOCIATION'S 35th ANNUAL SPRING ART FESTIVAL

2016 REGISTRATION FORM

Show Date: April 16, 2016 (9 AM- 4 PM)

Acceptance in the festival is based primarily on the date received and acceptance of ALL completed forms as well as eligibility. **March 8** 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 85 artists.**

Member's 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 \$75 fee from EACH artist, per booth, \$90 after MARCH 1**

Fees & Forms to Accompany this Registration:

_____ Exhibitor fee of **\$75 per artist, per booth** until March 1. **\$90** after Mar. 1, if space is available, payable to "MBAA".

_____ Number of booths requested.

_____ City of Mountain Brook Tax Form completed and signed, mandatory.

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 2016 date)

_____ Number of postcards I need to order. Postcards available at March meetings.

I have carefully read and agree to the 2016 show guidelines, pg 4, and the following:

- The deadline to cancel my participation in the festival is Mar. 8, 2016 by talking directly to the Show 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 Show 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 _____

Amount paid _____

Check # _____

OR Web site payment confirmation number _____

Web site payment date _____

Name on payment if different than above _____

Scan & email to

mtnbrookartassoc.showchair@gmail.com

or mail to :

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

JUDGING CATEGORY

Please select the category that fits your yearly sales. This is used for judging and awards:

___ Professional = sells more than \$4,000 per year or teaches art professionally (excluding school teachers)

___ Semi-Professional = sells between \$700 - \$4,000.

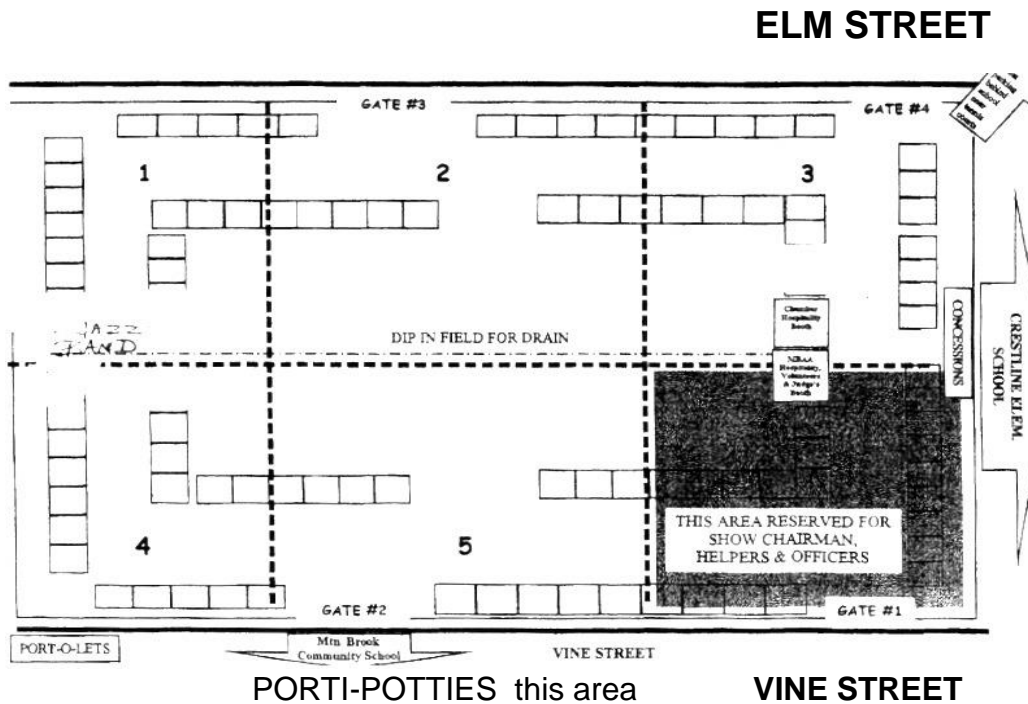
___ Emerging Artist = Hobbyist or student with sales under \$700.

BOOTH LAYOUT

BOOTH SECTION 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.



STATE SPECIAL PHYSICAL NEEDS OR ARTWORK DISPLAY NEEDS

Example: physical needs to be close to an exit or portipotties or artwork framed under glass that needs to be out of the sun:

Please submit this page as a separate form.

MANDATORY FORM

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 16, 2016. 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 show.

Signature _____

Date _____

Address _____

Phone number _____

Email _____

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

Jack Bankston 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.**

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. We are a hands-on painting club so your work will reflect that: No digital painting, only 2-dimensional art, 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.

PRINTS & CARDS : Cards & 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.*

The MBAA Show 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 the Show Chairman or President.

IMPORTANT INFORMATION

SETUP

BOOTH SPACES:

Booth locations will be emailed prior to show and 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 smoking. 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 4 PM on Friday, April 15, or whenever Field Chairman Ron Lewis determines that it is ready. A Boy Scout troop will be available to **assist in setup only** this year. We are working on 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. 16 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.

ARTIST SHOW-DAY INFORMATION PACKETS:

Packets should be picked up by 8:00 AM 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.

VOLUNTEER ARTWORK:

MBAA member volunteers may exhibit a couple 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 business licenses should turn in all 3 forms listing the license number & notate 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 show info packet will contain the envelopes for the City of Mtn. Brook, Jefferson County and the "one time sale" state tax form.

CREDIT SALES:

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

AWARDS

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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.

IMPORTANT DATES FOR EXHIBITORS

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

Mar 1		If spaces are available, entry fee rises to \$90
Mar 8		Deadline for dropping from show with refund.
March 17	9:30	MBAA * * Pre-show question session mandatory for 1st time exhibitors (or attend evening meeting) Pick up cards, posters and signs. Emmet O'Neal Library
March 17	10-12:30	Regular day meeting featuring demo artist
Mar 22	6 – 8 PM	* * Evening Meeting with demo. First ½ hour mandatory for 1st time exhibitors (or choose day session) Pick up cards, posters and yard signs. Emmet O'Neal Library
April 15	4:00 PM	Early setup. <i>Exact time determined by Field Chair Ron Lewis</i>
April 16	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	SHOW START
	3:30 PM	FILL OUT TAX ENVELOPES.
	4:00 PM	SHOW END. TAX ENVELOPES MUST GO TO HOSPITALITY BOOTH