

# Art in the Village

## MOUNTAIN BROOK ART ASSOCIATION'S 36<sup>th</sup> ANNUAL SPRING ART FESTIVAL

### 2017 REGISTRATION FORM

Show Date: April 22, 2017 (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 10 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. New members or members never exhibiting in a MBAA show must be juried. New members who have not attended a meeting by January 2017 will be wait listed at \$80 until FEB 24 & MUST attend a March meeting. **Field is limited to 90 artists.**

Member's name as listed on name tags & signs: \_\_\_\_\_  
Cell \_\_\_\_\_

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

**\*SHARED BOOTHS require a registration form and \$80 fee from EACH artist, per booth, \$95 after MARCH 1**

### Fees & Forms to Accompany this Registration:

\_\_\_\_\_ Exhibitor fee of **\$80 per artist, per booth** until March 1. **\$95** 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 2017 show guidelines, pg 4, and the following:*

- The deadline to cancel my participation in the festival is Mar. 10, 2017 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.
- Mountain Brook Art Association and Mountain Brook City & 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 OR PHOTO FORMS** to [mtnbrookartassoc.showchair@gmail.com](mailto:mtnbrookartassoc.showchair@gmail.com)  
**OR MAIL TO:** Katie Adams, registrar, 450 Founders Park Dr E, Hoover AL 35226

## 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, beginner or student with sales under \$700.

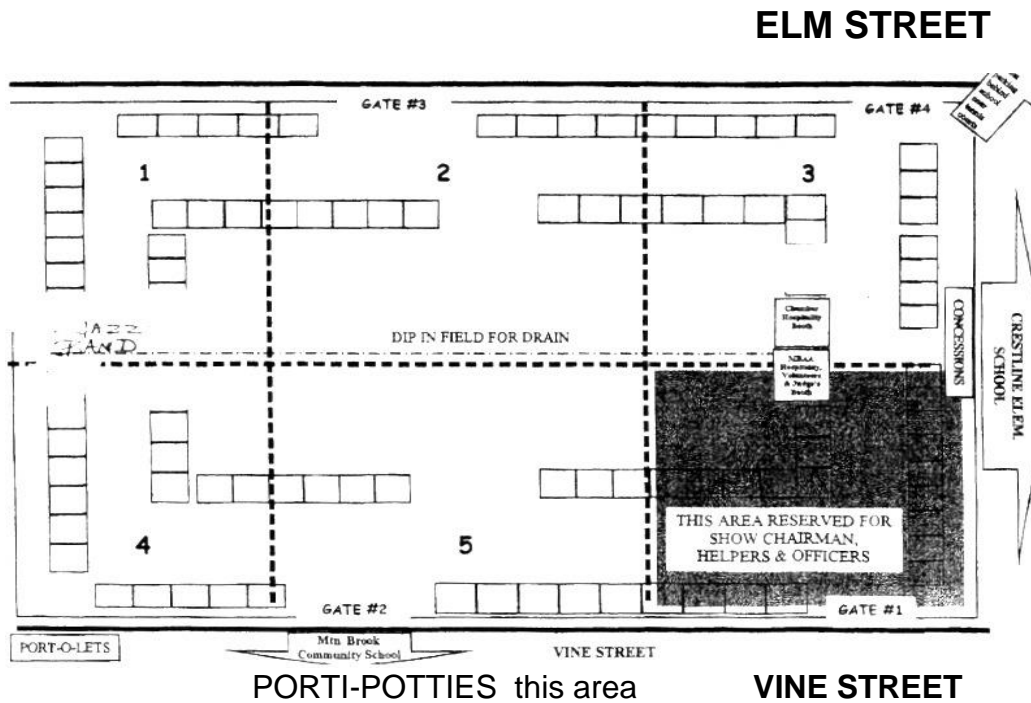
## BOOTH LAYOUT

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

NAME \_\_\_\_\_

Please mark **PREFERRED SECTION** of field **NOT A SPECIFIC SPOT** or end spot. (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 22, 2017. 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 21, or whenever Field Chairman Ron Lewis determines that it is ready. A Boy Scout troop will be available to assist 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. 22 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 & Norton's Competition. 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**

### 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 & Nortons.

### 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.**

Feb 24		Wait list for late members opens. New members as of February MUST attend a March meeting
Mar 1		If spaces are available, entry fee rises to \$95
Mar 10		Deadline for dropping from show with refund.
March 7	5:30 - 6	Evening meeting * Pre-show question session <b>mandatory for 1<sup>st</sup> time exhibitors ( or day evening meeting)</b> Pick up cards, posters and signs. Emmet O'Neal Library
March 7	6 – 8 PM	Regular <b>evening meeting</b> featuring demo artist
<b>Mar 16</b>	9:30 - 10	9:30-10:00 <b>mandatory for 1<sup>st</sup> time exhibitors ( or choose day session)</b>
<b>Mar 16</b>	10 – 12:30	* * <b>Day Meeting</b> with demo. Pick up cards, posters and yard signs. Emmet O'Neal Library
April 21	4:00 PM	Early setup. <i>Exact time determined by Field Chair Ron Lewis</i>
April 22	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

