

# MOUNTAIN BROOK ART ASSOCIATION

## 2011 SPRING SHOW REGISTRATION FORM

**Show Date: April 9, 2011 (9:00- 5:00)**

**Rain Date: April 10, 2011 (12:00- 5:00)**

The 2011 Show committee has limited the number of exhibitors to **100 artists**. Acceptance in the show is based primarily upon on the date received and acceptance of ALL completed forms as well as eligibility. Your separate show fee check will be held until **March 1** which is the last day you can withdraw from the show 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 during the 12 months prior to the show, by paying their 2011 dues, and by attending the pre-show March 10 meeting. First time exhibitors must submit samples of their work at or before the January meeting (actual artwork or digital). They will be reviewed by the show committee after the meeting, and notified by Feb. 7<sup>th</sup>.

- **REGISTRATION PRIORITY** will be given until Feb. 7 to members who have been in the association longer than one full year or who were in the 2010 show. After 100 registrations, a wait list will be created. New members who register for the show during the priority registration period will be contacted after Feb. 7 regarding their status in the show

Your name (as you want it listed on signs, etc.) \_\_\_\_\_

Address: \_\_\_\_\_

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

Email: \_\_\_\_\_

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

\*Shared booths require a registration form and \$60 fee from each artist, per booth.

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

### Fees & Forms to Accompany this Registration:

- \_\_\_\_\_ 2011 MBAA Dues \$35 in separate check, payable to "MBAA". (Dues *after Feb 1<sup>st</sup>* are \$40.)
- \_\_\_\_\_ Show fee in separate check, \$60 per artist, per booth, payable to "MBAA". Check to be held until Mar 1.
- \_\_\_\_\_ 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 to announce date of Show.)
- \_\_\_\_\_ Number of yard signs (requesting). Must be picked up at the March meeting.
- \_\_\_\_\_ Number of postcards I need to order. Postcards ordered will be available at March meeting.
- \_\_\_\_\_ Number of email invitations I will send

**I have carefully read the attached 2011 Art Show Guidelines and agree to abide by them:**

**I understand the following:**

- The deadline to cancel my participation in the show is March 1, 2011 by talking directly to the Show Chairman. *After this date, my fee is non-refundable.*
- Any booth breakdown before 5:00 PM or failing to show up to exhibit will result in my exclusion from the next show
- 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 show
- The MBAA Show Chairman reserves the right to exclude any work deemed inappropriate for the show.

**I promise:** to submit my signed Mountain Brook and Jefferson County Tax envelopes at the closing of the show, whether or not I have sales. I also promise to pay the Alabama State sales tax on time.

Signature \_\_\_\_\_ Date Submitted \_\_\_\_\_, 2011

**Submit at Jan. 13 meeting or mail to Show Chr. Amy Peterson, 1129 Ashbury Sq., Hoover, AL 35216**

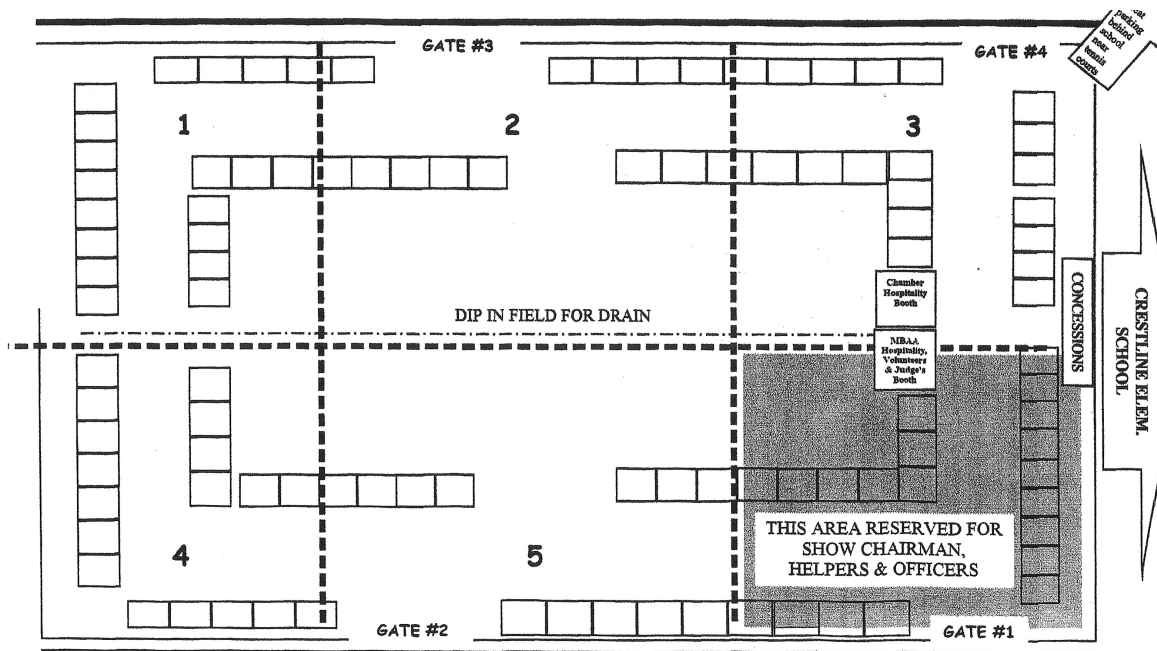
# MOUNTAIN BROOK ART ASSOCIATION SPRING SHOW LAYOUT

[www.mbartassociation.org](http://www.mbartassociation.org)

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



## VINE STREET

PORTIPOTTIES >>>>>

Mtn Brook School's Board of Ed. building & parking lot across the Vine Street

**STATE SPECIAL NEEDS:**

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Please staple to backside of registration form.

# MOUNTAIN BROOK ART ASSOCIATION

## 30<sup>TH</sup> ANNUAL ART SHOW 2011 GUIDELINES

[www.mbartassociation.org](http://www.mbartassociation.org)

### ARTISTIC GUIDELINES FOR ALL WORK

Your participation in the show 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 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 are limited to 20% of your hanging display & bins, identified as prints. Note cards allowed. The MBAA Show Chairman reserves the right to exclude any work not following these guidelines and any work deemed inappropriate for this family-oriented show. *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 Show Chairman Amy Peterson, 335-3889, amyraquel@gmail.com*

## IMPORTANT SHOW INFORMATION

### SETUP

#### BOOTH SPACES:

Booth locations will be posted on the Vine and Elm Street fence entrances, closest to the school, by 5 PM on Friday before the show. 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 8, 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. 9 when the show begins and judging for Norton's Florist Competition will occur. 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 show ends at 5:00 PM with a signal from a megaphone. Any breakdown before the 5:00 PM signal or failing to show up to exhibit will result in your exclusion from the following year's show. **Rain date:** setup Sunday by 11AM, takedown at end of show, 5PM.

#### ARTIST SHOW-DAY INFORMATION PACKETS:

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

#### VOLUNTEER ARTWORK:

MBAA member volunteers may exhibit a few paintings in the Hospitality Booth. Volunteers are eligible to enter Norton's Florist Competition. All sales taxes must be paid the day of the show. All guidelines apply. Paintings will be hung after Norton's judging.

## SALES

#### TAXES:

Important: Bring your checkbook or have cash on hand for both county and city tax. You must sign and turn in the Jefferson County and Mountain Brook tax envelopes to the hospitality booth before you leave the field at the end of the show **even if you have no sales.**

All artists must charge the standard 9% sales tax at the show (4% state, 3% city of Mtn. Brook, 2% Jefferson County). The show 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. City of Mtn. Brook taxes are now due the day of the show, before leaving the field.

### CREDIT SALES:

MBAA will provide credit card service for a 3% fee. These sales will be handled at the Hospitality Booth. For details, see Artist Packet provided at start of show.

## ARTWORK

### AWARDS

**Ribbons** awards will be given in 3 categories: one each for best body of work overall in professional category, semi-professional in emerging artist. Additionally there will be 6 Merit Awards. Categories and details will be clarified at the mandatory March meeting.

**Norton's Florist Annual Competition** Award based on artistic interpretation of an arrangement provided by Norton's Florist at the January meeting. MBAA award ribbon, Norton's award of the floral arrangement displayed at the show and a Norton's gift certificate

### JUDGING

Artwork not to be judged will be marked with a yellow dot on the price card. Dots will be provided. 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** located on Vine Street, across from the Board of Ed parking lot.

**WEATHER** Always check 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 show 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, April 10 from 12 - 5 PM. There are no refunds due to weather.

## IMPORTANT DATES for EXHIBITORS

Jan 13	11:00	11-12:00 Dues, registration & Norton's floral display Canterbury Methodist Church
	Noon	Quarterly Meeting
Feb 7		Priority registration for long-time members ends
Mar 1		Deadline for dropping from show with refund
Mar 10	11:00	MBAA Pre-show meeting. Pick up cards, posters and signs
	12:00	Quarterly Meeting start. Meeting mandatory for exhibitors
Mar 10	6:30	Evening Meeting. Alternative meeting for working members
Apr 8	5:00	Early setup. Exact time determined by Field Chair Ron Lewis
Apr 9	SUNRISE	Sunrise setup for early birds
	7:30	Artist info packets at Hospitality Booth
	8:30	Cars moved to parking lots, Norton's entries at Hospitality Booth
	9:00	<b>SHOW START</b>
	5:00	<b>SHOW END. TAX ENVELOPES TO HOSPITALITY BOOTH</b>
Apr 10	12:00	<b>Rain day show start</b>
	5:00	<b>Rain Day show end. Tax envelopes to Hospitality Booth</b>



## 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 Show at Crestline Elementary School on April 9, 2011 or on date of April 10, 2011  
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: \_\_\_\_\_

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

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