

July 23, 2010

Dear Fellow MAG Show Volunteers,

I have the honor of being the Chairman of the Volunteer Show Tent for the August, Courthouse Plaza MAG Art Show. We have the Show Tent almost fully staffed but can always use more help, especially with set up on Friday and Tear-down on Sunday. If you like to meet and greet people, we can also use more help selling in the tent on Saturday and Sunday.

Your completed entry form must be in the MAG office no later than 2:00 pm on Thursday, August 12<sup>th</sup>. Forms are available at MAG or you can download one from the MAG website. Please note that we've added a new feature this year in order to promote sales and give our sales people some bargaining leeway on the last day of the show. We included the following sentence: *I agree that any unsold original artwork MAY be sold at 10-20% below the listed price on Sunday only.* When you sign your Entry Form, you can, of course, cross out this line and your art will NOT be subject to a discount. However, I would encourage you to consider doing this. During our last show, very little original art was sold except for jewelry. Almost no 2-D art was sold. Most of us are emerging artists and every piece sold means we've gained a collector – someone who likes what we do and may come back for more, or, at the very least, showcase our work in their home or office where others can see it and become a collector, too.

Two other things to consider when looking at what pieces you want to choose for display and sale in the Show Tent are size and price. Smaller pieces are more likely to sell than larger pieces AND we can put more of the smaller items on display than we can larger ones. Also, MAG is not charging a commission on anything sold in the Show Tent, so smart marketing would suggest that you drop your normal prices by close to 40%. You are, of course, obligated to pay all of the state and county taxes yourself, so your prices should include the tax. Keep in mind that our customers love a bargain so the more we promote value for the money, the more sales we're likely to make.

We considered offering Credit Card purchasing as an option this year but discovered that each of you would have to agree to pay MAG between 5-10% of each CC purchase. Therefore, we opted not to do it this year but would like your input concerning CC purchase options for future shows. Please send your opinion to [karenb737@msn.com](mailto:karenb737@msn.com) or put it in writing, with your name, and drop off your opinion at MAG.

For those of you volunteering, or thinking about volunteering, to work in the Show Tent, we will have a short (I promise an hour or less) orientation meeting at 1:30 pm on Tuesday, August 3 at MAG. Please email me at [karenb737@msn.com](mailto:karenb737@msn.com) or call Melanie at MAG (445-2510) to let us know whether or not you can make it.

Teamwork works!

Karen Bush

# August 2010 VOLUNTEER SHOW

## ENTRY FORM

Artist's Name: \_\_\_\_\_

Please complete this entry form and turn it in to the gallery by 2:00 pm on Thursday August 12<sup>th</sup>. This form will be used to identify your inventory. Artists will receive 100% of the sales price.

Saturday, August 14th, submit your work at the Volunteers' Show Tent **between 7:00 am and 8:30 am, no work will be accepted after 8:30 am.** Please provide a small label (like that used in the gallery) with your price and the inventory # on each piece. You may also attach a personal business card with the title of the art piece. **Late work will not be accepted.** The chairperson or designee(s) **make decisions on acceptability and placement of all artwork.** Artists will be limited to the number of items allowed on the intake forms **and/or depending on space available.**

**2-Dimensional artists: Please list your paintings in order of preference of hanging. Wrap paintings so they will not be damaged.**

Sunday, Aug 15th, **between 4:00 pm and 4:15 pm, NOT BEFORE!!!!** All unsold work is to be picked up at the tent. The volunteers or the guild are not responsible for any work not picked up.

Artists will be able to pick up their sales money by Thursday, Aug 19th at the MAG business office.

Requirements for exhibit eligibility:

1. Participants must volunteer a minimum of 4 hours during the August MAG Arts Festival.
2. Participants must have an Arizona Dept of Revenue sales tax number or have applied for one, and will be responsible for the sales tax of 9.35% (state and county) on all of their sales.
3. Each artist must assign their own item number, using your own initials and a sequential number will most likely insure a unique number.

Name: \_\_\_\_\_

ID # Used: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

City, State: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Sales Tax #: \_\_\_\_\_

Cash & checks will only be accepted, the **checks will be payable to artist**, not MAG.

**2D Work** (Limit 3) plus unframed prints. Smaller pieces, reasonably priced, are more likely to sell.

#	INVENTORY #	TITLE/ DESCRIPTION	SIZE	MEDIUM	PRICE	SOLD YES/NO
1						
2						
3						

**AGREEMENT:** I have read and agree to the specified terms and conditions for participating in the Mountain Artists Guild Arts Festival, Volunteer Show Test. I understand that I store my artwork on the Courthouse site at my own risk. (MAG strongly encourages artists to carry appropriate levels of theft, damage and liability insurance to ensure their own and patrons' protection. I hereby release and forever discharge MAG, Inc. its directors, officers, employees, agents, volunteers and all sponsoring organizations from all liability claims and responsibility for personal injury, damages to artwork, equipment and materials, as a result of my participation in the MAG Arts Festival, but not limited to loss suffered before, during or after the MAG Arts Festival. I agree that any unsold original artwork MAY be sold at 10-20% below the listed price on Sunday only. By signing this form I agree to abide by all rules set forth herein.

Legal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

