

Fellow Show Tent Volunteers,

I have agreed to chair the Show Tent for the August MAG Arts and Crafts Fair, August 13 and 14. Because we had intake on Saturday morning until 8:30 am during the last show, we found that we were not able to get all the work up by 9:00 am when the show opened. As a result, we are going to try to do all the intake on Friday night from 6:30 pm to 7:30 pm and then set the show up at 7:30 pm so that we will be ready to go on Saturday morning at 9:00 am. I realize this change could cause a difficulty for a few people and I'm willing to work with you as much as possible. Just call me.

This change results in a change of hours for working in the Show Tent. There will be a need for two volunteers to work on Friday night from 6:00 pm until we are done hanging the show (I would guess three hours). We will need one volunteer Saturday morning from 9:00 am to 1:00 pm (4 hours) and one from 1:00 pm to 5:00 pm. (4 hours). On Sunday we will need one volunteer from 9:00 am to 1:00 pm (4 hours) and one from 1:00 pm to 4:15 pm (less than 4 hours). Since some of the shifts are for fewer than the required four hours, the Festival organizers have recommended that you also sign up to work another job in order to assure that we have plenty of volunteers for this show. Volunteering has great benefits – it's an easy way to support our Guild, you get to know other Guild members better, and you get to show your work jury free and commission free.

We will be offering Credit Cards as a method of payment again this show which should mean we will be selling more than we did before we had that option. The May Show Tent made \$455 in credit card sales, giving us a total of \$1035 – a record. We also found that having a "Sale" in the tent on Sunday stimulated more buying. We will not put anything selling for \$35 or less on sale. Anything between \$35 and \$100 could be sold at a 10% discount if needed to sell the piece. Anything selling over \$100 will be offered at 10% first, then up to 20% if needed to make the sale.

Now, if you are a hard worker, love to arrange artwork and especially help people buy it, please give me a call to sign up for one of the slots in the Show Tent for the August Show. Please, also call if you have questions about this letter OR the Entry Form. As usual, there have been some changes to the Entry Form, so please read it carefully.

Karen Bush
928-776-0585
928-830-2372

August 2011 VOLUNTEER SHOW TENT ENTRY FORM

Please complete this entry form and turn it in to the gallery by **2:00 pm on Thursday, August 11**. This form will be used to identify your inventory. Artists will receive 100% of the sales price of all sales by check or cash. **Exception:** 5% of sales made by **credit card** will be deducted from each sale before money will be given to the selling artist.

Friday, August 12th, submit your work at the Volunteers' Show Tent **between 6:30 pm and 7:30 pm. No work will be accepted after 7:30 pm.** Please provide a small label (like that used in the gallery) with your price and the inventory # on each piece. (Your inventory number is your initials and # 1, etc.) You may also attach a personal business card with the title and price of the art piece on the back. **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 these will be displayed on a space available basis.**

All artists: Please list your works in order of preference of display. Due to a large amount of work being submitted, we may not be able to display all of every artist's work at once. Wrap all artwork so it will not be damaged while stored in the tent.

- ❖ **Sunday, August 14th**, pick up all unsold artwork at the tent **between 4:00 pm and 4:15 pm, NOT BEFORE!** 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, August 18th at the MAG business office. It **MUST** be picked up no later than **Monday, August 22.**

Requirements for exhibit eligibility:

1. Participants must volunteer a minimum of 4 hours during the MAG Arts Festival. Note: It is hoped that if you sign up to work in the Show Tent, you will also sign up to work elsewhere as well. Volunteers are what make the show work.
2. Participants **must have** an Arizona Dept of Revenue Transaction Privilege tax number (available at azdor.gov) 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: _____ (your initials & a number)
 Address: _____ Telephone: _____
 City, State: _____ E-Mail: _____
 Sales Tax #: _____

Cash & checks and credit cards will be accepted; the **checks will be payable to artist**, not MAG.

2D Work (Limit 3) plus unframed prints. (You must supply a holder for unframed pieces). Smaller pieces, reasonably priced, are more likely to sell.

Inventory #	TITLE/ DESCRIPTION	SIZE	MEDIUM	PRICE	SOLD Yes/no

AGREEMENT:

I have read and agree to the specified terms and conditions for participating in the Mountain Artists Guild Summer Fine Arts & Crafts Festival, Volunteer Show Test. I agree that any unsold original artwork **MAY** be sold at 10 – 20% below the listed price on Sunday only. 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. By signing this form, I agree to abide by all rules set forth herein.

Legal Signature: _____ Date: _____

Printed Name: _____

