

CARNEGIE VISUAL ARTS CENTER

ArtWalk FESTIVAL

Saturday, June 19, 2010
9:00 AM - 5:00 PM

Artist Registration Information

1. **Fees:** \$25 per artist. The Carnegie will receive a commission of 30% on all art sales. The artist fee will be reimbursed if the artist has commissions that exceed the initial \$25. For the convenience of your customers, we will run MasterCard, Visa, and American Express charges through the Carnegie.
2. **Tents:** \$150 for a 10x10 tent. You are welcome to bring your own tents or umbrellas in order to shade yourself and your work.
3. **Tables and Chairs:** Tables may be rented at a cost of \$10 per table. Chairs can be rented for \$2.50 each. Tables and chairs will not be automatically provided so please be sure to mark on the registration form. You are welcome to bring your own tables and chairs provided they do not extend beyond the 10' x 10' area.
4. **There are numerous circumstances to consider when mapping out the festival footprint. Location preferences will be honored to the best of our ability with consideration of special needs and logistical requirements.**
5. Complete the enclosed registration form and return to the Carnegie along with all appropriate fees.

Registration Deadline is June 4, 2010 at 5 PM

6. Artist/Vendor check-in and set up will begin at 7:00 AM on Saturday, June 19th. Early check-in will be available on Friday from 12:00 PM - 3:00 PM. Set up will be Saturday morning only. During check-in you will receive your space assignment.
7. Personal vehicles may unload on Oak and Church Streets; however, they must be moved out of the event area prior to street closing at 8:30 AM on Saturday. There will be no parking behind the Carnegie and all artists are asked to park in the First Baptist parking lots on Church Street.
8. Due to the VERY limited availability of electrical outlets, we suggest that artists NOT bring electrical appliances unless absolutely necessary to the presentation of your art. Please note on your registration form if electrical access is needed.

REGISTRATION FORM

ArtWalk FESTIVAL

**Saturday, June 19, 2010
9:00 AM - 5:00 PM**

Artist's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Type of work being offered for sale: _____

Do you require electrical access? (Please circle one.) Yes No

Enclosed Fees:

- Booth Fee \$25 artist participation fee
 \$150 tent rental fee
 \$10 per table x _____ = _____
 \$2.50 per chair x _____ = _____

Total Amount of Fees enclosed \$ _____

Please make checks payable to the Carnegie Visual Arts Center or charge to:

Visa MasterCard AmEx

Card Number: _____ Expiration Date: _____

Registration Deadline is June 4, 2010 at 5 PM

Mail registration form and applicable fees to:
Carnegie Visual Arts Center 207 Church Street, Northeast Decatur, AL 35601

For more information, please call 256-341-0562 or send email to admin@carnegiearts.org