

**CBA's 50th ANNIVERSARY
PROFESSIONAL ART SHOW AND SALE
FEBRUARY 5th, 6th, and 7th, 2010**

Dear Artist:

Please join CBA in celebrating its 50th Anniversary by displaying your creative artwork at the annual Christian Brothers Academy Mothers' Club Professional Art Show & Sale which will be held on Friday, Saturday, and Sunday, February 5th, 6th, and 7th, 2010. This premiere event sponsored by the CBA Mothers' Club has become a tradition at CBA and will be featuring the finest artists from the tri-state area and beyond.

In celebration of the school's 50th anniversary, CBA will be trying something new. Artists will be charged a flat rate per booth space and 0% commission. Participating patrons will pay at the artist's booth where the artist will benefit entirely from the proceeds of the sale of their artwork.

This grand event begins with the Friday evening Preview Reception from 7:00 PM to 10:00 PM. Setup will begin on Friday at 1:00PM and must conclude by 6:00 PM. A light dinner will be provided between 5:00 PM and 6:00 PM for all artists and one guest. This schedule will allow the artist ample time to be ready and at his/her booth by 6:45 PM. The preview reception will begin promptly at 7:00 PM and end at 10:00 PM. The show hours will be from 10:00 AM to 4:00 PM on Saturday and Sunday.

This year's chairwomen for the event will be Laura Howe, Mary Harding, and Doreen Chevalier, with Mary being the primary contact for the artists.

Below is a brief list of procedures for registering to participate in the show.

ONLINE REGISTRATION:

For your reference, please find the application attached. Complete the application, sign it, and return as soon as possible. Please mail it to us along with photos of your artwork and the application fee. If you have a website where we may view your work, please include your website address as all categories are limited. PLEASE REMEMBER: THIS IS A JURIED SHOW FOR PROFESSIONAL ARTISTS. Applicant's artwork will be reviewed and juried by the members of the Art Show Committee for acceptance.

Application deadline is 12/12/09. Applications received after the deadline may or may not be accepted depending on availability of space.

REMEMBER SPACES AND CATEGORIES ARE LIMITED.

PREVIOUS PARTICIPATION IN OUR SHOW OR SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE ENTRANCE INTO THE SHOW.

YOU WILL BE NOTIFIED OF YOUR ACCEPTANCE VIA EMAIL or USPS MAIL, HOWEVER YOU CHOOSE. THOSE NOT ACCEPTED WILL HAVE THEIR APPLICATION FEES RETURNED WITHIN A REASONABLE PERIOD.

Once you have been notified of acceptance, your registration fee will be processed. By the beginning of January, you will receive mail with your information packet and further instructions for the show. Please remember whichever way you choose to receive information, either via email or USPS, is how we will continue to communicate with you.

APPLICATION FEE:

The application fee for the three day event is \$175.00 (commissions will not be charged—please refer to second paragraph on previous page).

Checks are to be made payable to CBA Mothers' Club.

DISPLAYS:

Please be sure to have your work displayed accordingly.

- **SPACE SIZE IS 4 FEET DEEP BY 10 FEET ACROSS.**
- **All tables used must be completely covered to the floor.**
- **The use of “tents” is not allowed.**
- **CBA does have a limited supply of 4 x 8 chicken wire “A” frame racks. These will be made available upon request, along with 8’ tables. They are available on a first come, first serve basis, so please request with your application.**
- **Please remember, either a table or an “A” frame fits into one space, both will not fit.**
- **Lighting is not guaranteed but we will make every effort to provide electricity IF NEEDED, free of charge. Artists will be limited to a maximum of 400 watts per space. NO EXCEPTIONS. PLEASE NOTE IF ELECTRIC IS NEEDED.**

LIABILITY:

All participants are responsible for their own insurance. The Art Show Committee, CBA Mothers' Club and Christian Brothers Academy assume no responsibility for works exhibited. Your booth is to be managed by you or your representative at all times.

GENERAL INFORMATION:

The Artists' Lounge, where the artist can go for a cup of coffee/light refreshments will be open during show hours, and as last year, throughout the day. No artist is permitted to eat at his/her booth.

Each artist may be accompanied by one guest or helper, who will receive a pass to the Artists' Lounge. Please, this is not an event for children, so make proper arrangements. For those artists who will need assistance on Saturday and Sunday, “Art Sitters” from the CBA Mothers' Club will be provided to cover for lunch and restroom breaks only.

ARTIST APPLICATION/ENTRY FORM

Please complete the information below. Submission of this form constitutes an agreement on the part of the artist with the aims, regulations and policies outlined below and in the introduction letter attached. PLEASE PRINT OR TYPE. THANK YOU.

NAME: _____

Address: _____

Email Address: _____ **Website:** _____

Telephone No.: _____ **Cell:** _____

Art Description and Media: _____

Have you participated in the CBA Art Show and Sale before? _____

If so, the date of last participation _____

ARTIST RAFFLE DONATION:

An artist donation of his/her artwork for our daily raffle is requested. All artists donating to this raffle will be noted in our program in a special section. Because of this, we request that you include a brief description of your donation with this application in order to meet the printing deadline. Patrons will also be able to see the work you have donated along with your name and hall location at the raffle table. If you have a card, we would ask that you to include it with your donation so we may also display it with your artwork. THIS DONATION IS AN IMPORTANT PART OF OUR FUND RAISER AND YOUR PARTICIPATION IS GREATLY APPRECIATED. We intend to do all we can to give recognition to your generosity.

DONATION: _____

DESCRIPTION: _____

READ CAREFULLY:

Enclosed is my fee of \$175.00 per 4' x 10' space.

I understand and agree that if accepted this FEE IS NON-REFUNDABLE FOR ANY REASON.

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Application**

All payments for artworks sold will be made directly to the artists by the patron. The CBA Mothers' Club will have change available for the artists if they have need of it. Please note that you will need to provide your own credit card machine as we will not have any available to you.

Please make all checks payable to: CBA MOTHERS' CLUB.

No. of Spaces Requested: _____ Amount Enclosed: _____

I will use a CBA "A" Frame rack

I will use a CBA 8' Table

Additional Spaces: Side by side:

Back to back:

I will be donating to the Artist Raffle:

A brief description of my donation is:

Additional information / requests:

Once accepted, we will need you to provide the license plate and model of the vehicle you will be using for the art show.

Any questions may be directed via email to the following Art Show Committee members:

Mary Harding

maryharding4@yahoo.com

Laura Howe

LunarL@aol.com

Doreen Chevalier

Doreen.chevalier@comcast.net

Please return this completed form along with your check made payable to CBA MOTHERS' CLUB:

**C/O Mary Harding
13 Branson Drive
Lincroft, NJ 07738**