

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

Business Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

**PAYMENT INFORMATION** (Required regardless of check-out payment method, including cash.)

Visa, MasterCard or Discover #: \_\_\_\_\_

(no AmEx accepted)

Expiration Date: \_\_\_\_\_ Name on Card: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ (a transaction receipt will be mailed to this email address)

I have attached a valid, signed check

Check #: \_\_\_\_\_ Date on Check: \_\_\_\_\_ Check Signed? Y / N

Is Address on Check Current? Y / N

If not, please provide: \_\_\_\_\_

**CHECK-IN/CHECK-OUT PROCEDURES**

- Bring this completed form to check-in.
- On Sunday, September 8<sup>th</sup>, at your designated time, you are required to come to the back of the Museum with any remaining receipt books (completed, partially completed, and blank) you may have and hand them in to a staff member who will verify all books have been turned in.
- During the days immediately following Art in the Park, our accountants will calculate your commission (20%), Idaho sales tax (6%), and add any unpaid booth fees to your accounting form. Payment will then be processed using the credit card number or blank, signed check you provided at check-in.
- You will receive a letter documenting the accounting and the amount of the payment.

**\*Cash Payments:** *If you wish to pay the commission you owe in cash only on Sunday night, you will have the opportunity to sit with an accountant while he/she totals your receipts. At this time we will return your blank check or destroy your credit card information. **Only artists paying in cash only (no split forms of payment) will have this option.***

**PAYMENT AUTHORIZATION**

I authorize Boise Art Museum to charge my credit card or to complete my pre-endorsed check using the agreed upon Art in the Park commission rate, applicable sales tax, and other miscellaneous fees as required.

\_\_\_\_\_  
Artist Signature

\_\_\_\_\_  
Date

I plan to pay with cash only (check or credit card information and authorization are still required at check-in.)

*\*The completion of this form and submission of a valid form of payment is a requirement for all participating artists.*