

Boise Art Museum – 2020 Art in the Park Prospectus

WELCOME

Thank you for your interest in applying to exhibit as an artist at Boise Art Museum's 66th Annual Art in the Park to be held September 11-13, 2020. We provide a high-quality event that benefits the community, accepted artists and the Boise Art Museum.

For more than six decades, Art in the Park has been a tradition that has grown from a clothes-line display of art to the region's largest annual arts and crafts festival. The festival provides a unique opportunity for the public to meet the artists and purchase their works. In addition, Art in the Park offers live entertainment, wonderful food prepared by more than 38 food concessionaires, as well as hands-on art activities for children.

Art in the Park is held in beautiful Julia Davis Park near the heart of downtown Boise, Idaho. The park, which is adjacent to the Boise Art Museum, provides an ideal atmosphere for exhibitors and the 250,000 visitors who are drawn to Idaho's premiere art event due to BAM's marketing efforts.

Proceeds generated by Art in the Park are used to organize and present the annual event and to provide vital support for the Boise Art Museum, a non-profit educational and charitable 501(c)(3) organization.

ARTIST SERVICES

We're here for you! Boise Art Museum's goal is to make exhibiting in an outdoor setting an enjoyable experience. To meet this objective, we take pride in providing outstanding Artist Services. Exhibiting artists will receive notification of the details of these services prior to and during Art in the Park. Services include: shuttle buses, preferential hotel rates, overnight RV parking, booth signs, exhibitor badges with complimentary entry into the Boise Art Museum, booth sitter sign-up opportunities and a daily hospitality area for exhibitors only, featuring snacks and beverages. Also included is a special Artists' Awards Breakfast held Saturday morning during Art in the Park.

TERMS AND CONDITIONS

All applicants must read and accept the following terms and conditions before proceeding to the application form. Failure to comply with these terms and conditions may result in an exhibitor's removal from the festival and jeopardize the exhibitor's eligibility to participate in any future Art in the Park.

Please note that all applications must be submitted by midnight MDT on Wednesday, March 18, 2020.

SUBMISSION GUIDELINES & APPLICATION PROCESS

Applications will be juried by the Art in the Park Jury Committee comprised of community volunteers. Applications will be accepted only if ALL the information requested on the form is completed, including uploaded images of artwork, within the stated deadline.

Below is detailed information to assist you in completing the Art in the Park application:

CONTACT INFORMATION: Please make sure your email address and phone number are entered correctly. We will not be able to contact you if this information is incorrect.

ARTIST STATEMENT: This statement should describe the materials, techniques and creative processes used to produce the work and include any details, materials and processes that are unusual or not easily determined by viewing the submission images. Artists are required to disclose any use of ready-made or mass-produced objects in accordance with the specified terms and conditions listed below. The processes, materials, and dimensions for each image as well as artist statements will be made available to the jury.

MEDIUM: Artists may enter work in one Medium Category per application. If an artist wishes to exhibit artwork in more than one Medium Category, the artist must submit a second application in the appropriate Medium Category and accompany it with additional images and a second jury fee. Artists must exhibit work which reflects the category in which they were accepted.

CATEGORIES:

Ceramics - functional, non-functional/decorative work

Decorative/Home Crafts/Furniture - home decor items, handcrafted soap/lotion/candles/body products, repurposed/upcycled items, handcrafted furniture including tables/chairs/decorative mirrors

Drawing/Paper/Printmaking - original hand-drawn images including charcoal/graphite/pastels/pen and ink, original prints on paper and other non-wearable materials, including relief/intaglio/lithography/serigraphy/monotype, graphic/digital arts

Fiber Non-wearable - fiber sculptures/2D works, washi art, woven items such as hammocks/blankets/rugs/baskets, quilted items, pet accessories

Fiber Wearable - clothing items including scarves, non-leather hats and handbags

Glass - functional, non-functional/decorative work

Jewelry/Accessories - jewelry in all media including glass/leather/metal/clay/beaded, other worn accessories including belt buckles/hair accessories

Leather - wearable and non-wearable leather such as handbags/accessories/shoes

Metalsmith - 2D/3D work, indoor/outdoor décor (non-jewelry)

Painting - 2D paintings in all styles including oil/acrylic/watercolor/encaustic

Photography - original digital or film photography

Sculpture – non-functional 3D sculptures, free standing sculptural works in any medium

Toys - handcrafted children's toys in any medium

Wood - functional, non-functional/decorative works

Mixed media may be placed in any category above, based on its primary component.

Booth applications made up of packaged foods, buy-sell items, non-handmade items, or 100% commissioned items will not be considered for participation.

BOOTH SHARING: While the Museum's policy is to present one artist per booth, exceptions are occasionally made if each artist is accepted individually. If artists wish to share a booth, their work must exhibit well together and notification must be made in writing to the Art in the Park Coordinator prior to the application deadline. No more than two artists may share one booth space. Each artist must separately pay all required fees for Art in the Park and submit images of their artwork. The revenue generated by each artist will be considered separately for accounting purposes and recognition of top sales.

COLLABORATIONS: If two artists collaborate on single works, it is considered one entry and both names must appear on the Application Form. One set of images must be submitted, and if accepted, one booth will be provided.

ARTWORK IMAGES: All artists must submit six (6) digital images per entry regardless of previous participation. Applications submitted without 6 digital images will automatically be disqualified.

- Five (5) images must be of individual pieces which are representative of current work. They must accurately represent the artist's work which is intended for exhibit at Art in the Park. Work selected should be representative of the price range, including both lower and higher-priced work.
- The sixth image must show the booth display. An image of a mock-up display of work is acceptable only if a booth view is not available.

Digital Image Dimensions: no larger than 1920 x 1920 pixels. **Image File Format:** standard JPEG. **File Size:** JPEGs must be under 2 MB each. Please note: images that are too large will not upload properly or may take an unusually long time to upload.

SUGGESTIONS FOR PREPARING DIGITAL IMAGES

The jury will be judging the work based solely on the images submitted and the artist statement. It is in your best interest to pay special attention to the quality of the images sent with the Application Form.

- The images should not be too dark, too light, or out-of-focus and should be professional quality color.
- Fill the frame with an individual piece rather than groups of works. Two-dimensional art makes a better presentation to the jury committee if the mat and frame are excluded.
- Avoid reflection or excessive shadowing on the subject. Avoid distortion of the subject or overly dramatic shots.
- Similar or same backgrounds for the selected images make a better presentation. Choose a background color that will enhance the work. Bright colors tend to compete with the artwork. Black works best.

CANCELLATION REFUND POLICY: The \$40 jury fee is non-refundable. If an artist is accepted into the show, a \$100 booth fee for one 15' (width) x 10' (depth) space will be due along with the booth selection. If an artist needs to cancel after having paid the booth fee, written notification from the artist must be received by Friday, July 10, 2020 to qualify for a 75% refund. After that date, no refunds will be granted for any reason including artist cancellation, booth location changes, lack of artist inventory, etc. If the booth fee is not received by Friday, July 10, 2020, artists may be disqualified from participating.

20% COMMISSION ON SALES AND SALES TAX: Art in the Park is the primary fundraiser for the Boise Art Museum. Because of this, a 20% commission is paid to the Museum for each artist sale. Official Art in the Park receipt books will be issued to each artist and these will be used for sales to the public. Exhibiting artists must pay 20% of their sales plus 6% Idaho sales tax during artist check-out on Sunday.

ARTISTS:

- Artists must be 18 years of age or older.
- Artists must personally staff their exhibit booths and be present during the entire three days of Art in the Park. While artists are encouraged to bring extra help for the weekend, artist representatives are not allowed as substitutes for the artists.
- Eligibility to participate as an exhibiting artist is not extended to members of BAM Staff, BAM Trustees, and their immediate family members.

ARTWORK:

- All work must be original and produced by or under the direction of the artist. Reproductions of an artist's original work may be exhibited and must represent no more than 50% of the items for sale in the booth. Reproductions must be labeled as a reproduction or a limited edition reproduction with a clear definition of the reproduction process displayed and available for the general public. Submissions are judged based upon the original and non-commercial nature of the final product. We recognize that artists may utilize supplies that are purchased from other

sources for the creation of their work. Any artist whose artwork is proven misrepresented as handmade and original at Art in the Park will be required to leave.

- Work exhibited at Art in the Park must be consistent with the artwork reviewed and accepted by the Jury Committee. Artists may display work only in accepted categories. Art in the Park has the right to require that any other work is immediately removed from the show.
- Only those artists who have been accepted in the Jewelry category may display or sell jewelry during Art in the Park.
- Artists may not exhibit or sell work by any other artist.
- Artists must have sufficient inventory on hand for the 3-day event. All work exhibited must be for sale.
- Name tags, which are provided by the Boise Art Museum, must be worn by all exhibitors during festival hours and serve as the artist's ticket into the Boise Art Museum throughout Art in the Park. Name tags are not transferable.

CHECK-IN

- Check-in begins at the BAM Information Booth at 9:00 a.m. on Thursday, September 10, 2020.
- Prior to setting up booths, each artist must check in at the Information Booth, located East of the back side of the Museum, in Julia Davis Park.
- Each artist will receive a packet that contains important information about the event. Please take the time to review all information.
- At check-in, each artist must provide either a blank, signed check or valid credit card information, along with a signed copy of the Payment Form. The blank form will be available on our website (boiseartmuseum.org) under the Artist Information page, under the Art in the Park tab prior to the event. Print and complete it ahead of time to ensure faster check-in.
- All financial information will be kept secure throughout the event and will be permanently obscured once final payment has been made.

BOOTHS

- Booth spaces are 15' (width) x 10' (depth). Artists may not extend the space in any way including with decoration, furniture or merchandise. This includes in front of, beside or behind the booth.
- Artists may begin booth setup at 9:00 a.m. on Thursday, September 10, 2020 after receiving their packets at check-in. Setup must be completed by 7:00 p.m. that day.
- Artists provide their own booth structures. Artists are responsible for building and equipping their booths and providing their own weather protection.
- Canopies must be properly weighted. Stakes are prohibited by the city of Boise.
 - Weights must be firmly attached to each leg of the canopy, touching the ground at the base of each leg.
 - Each weight must weigh at least 40 pounds, and be of the following types: tube weights, sandbag weights, concrete, stabilizer bars with sandbags, weight plates or dumbbells. Attaching artwork, walls, or furniture to the canopy frame is not considered proper weighting.
- Artists are solely responsible for the condition, safety and security of their work and booths at all times. Boise Art Museum and its volunteers, employees or assignees, including the City of

Boise, are not responsible for any damage, theft or loss of any kind for any circumstance including but not limited to event security, assistance with artist load-in, load-out, take-down or clean-up.

- Each exhibitor is provided with a booth sign showing name, medium category, home town and booth number. This sign must be placed at or above eye-level on the front, left corner of the exhibitor's booth at all times.
- Boise Art Museum reserves the right to move any artist for any reason to other areas of Julia Davis Park. All measures will be taken to move the artist as close as possible to the location indicated on the Art in the Park map, but the position is not guaranteed.

RECEIPTS

- Each sale must be accompanied by an official Art in the Park receipt written from receipt books provided by the Boise Art Museum. Any artist found not writing receipts will be required to leave immediately. For each and every receipt, the sales must be itemized, the sales total must be listed, the amount collected in sales tax must be listed, and the grand total of sales plus tax must be listed. No exceptions. This is required by state law. 6% Idaho sales tax must be collected by the exhibitor and documented on each sales receipt. This pertains to out-of-state exhibitors as well as exhibitors who are residents of Idaho.
- All commissions and orders for an artist's work are considered sales subject to the 20% commission and sales tax and must be paid-in-full immediately following the close of Art in the Park on Sunday, September 13, 2020.
- All receipt books – used, partially used, or unused – must be returned by checkout on Sunday.

CITY OF BOISE **PROHIBITED** ACTIVITIES

- The City prohibits unauthorized motorized vehicles from **driving** in the interior of the park, either **on the grass** or concrete/asphalt pathways. Artists may not drive in the interior of the park for any reason including set-up and take-down. A substantial fine will be issued by the City of Boise for driving vehicles on the grass in the park. This fine will be passed on to the artist.
- Artists may not use **tent stakes** in the park.
- The City prohibits **smoking** in city parks including Julia Davis Park.
- If there is any **damage** to Julia Davis Park caused by the artist or his/her assistants, the artist will be responsible for payment to repair that damage.
- The City also requires BAM to post signs for **no dogs** and other pets.

CHECKOUT

- Artists will be assigned a checkout time between 5:30 p.m. and 7:30 p.m. on Sunday, September 13, 2020, to make the checkout process quick and easy.
- Artists may not check out or take down their booths prior to the end of the event at 5:00 p.m. on Sunday.
- Artists must check out with BAM staff on Sunday evening. The payment method will be verified for the 20% of sales plus 6% sales tax. Sales tax must be listed separately on each receipt or it will be added to the totals (not netted out) at artist checkout. Artists who fail to

check out on Sunday, September 13, 2020 will forfeit consideration for participation at any future Art in the Park. Payment is due and owing to the Boise Art Museum, regardless.

- All artists must provide credit card information or a signed, blank check at the time of check-in in order to expedite the checkout process. There is no additional processing fee for credit card payments.
- Artists paying with only cash at checkout will sit with one of BAM's accountants, while they calculate commission owed. Credit card information and/or your blank check will be returned at this time. No combined forms of payment will be accepted during a cash checkout.
- Artists must adhere to their assigned checkout times in order for the process to work.

TRAILERS/MOTOR HOMES/OVERNIGHT PARKING

- Please note that trailers/motor homes must have special permits for the 3-day event to be permitted to stay in Julia Davis Park. Overnight parking permits are required. Additional information will be supplied to artists after acceptance into the event.

CONDUCT

- Absolutely no abusive or disruptive behavior by any artist or their representatives towards any person, place or thing will be tolerated during Art in the Park.
- Boise Art Museum reserves the right to immediately remove an artist from the event for any reason including violation of any of the terms and conditions and rules of participation in Art in the Park, laws of the State of Idaho, or for disruptive or abusive behavior.

GUARANTEES

- Boise Art Museum and its volunteers, employees and assignees make no guarantees and assume no responsibility for weather, artist sales, artwork or artist property.
- Artists are solely responsible for their artwork and property at all times and under any conditions.
- It is the artist's responsibility to confirm that all credit card and check transactions are legitimate.
- Each exhibitor is responsible for proper insurance including general liability with a minimum coverage of \$1,000,000, and each exhibitor must insure his/her property against all risks, including but not limited to fire, theft, burglary, breakage, weather, water, and all other damages. Boise Art Museum will not be liable for any damage or loss whatsoever, arising from any cause, nor from any loss incurred by reason of failure of the exhibitor to obtain such insurance or failure of such insurance to cover any loss. No exhibitor shall have any right or claim for any damages whether direct, indirect, or consequential, or of any other kind, arising or alleged to arise by or from any reason pertaining to Boise Art Museum's Art in the Park.

Failure to comply with the Terms and Conditions may result in an exhibitor's removal from the festival and jeopardize the exhibitor's eligibility to participate in any future Art in the Park.

_____ I have read, accept and agree to the Terms and Conditions listed above in the event I am accepted to participate in Boise Art Museum's Art in the Park. I agree to carry the proper insurance for the Art in the Park event. I shall not hold any of the event sponsors, the Boise Art

Museum, the City of Boise, or any representatives thereof responsible for accidents to staff, my property, or myself while participating in Art in the Park.

Please note: the computer program will not process your application unless the Terms and Conditions are read and accepted.

If you have questions, please contact the Boise Art Museum Art in the Park Coordinator at 208.345.8330 x 114 or AIP@boiseartmuseum.org.

Important Dates:

APPLICATION DEADLINE: Wednesday, March 18, 2020 – midnight MDT

IMPORTANT

You will be asked to upload your images only after you have completed your initial application and your payment for the jury fee has been electronically processed. Only credit and debit cards may be used for payment (Visa, Mastercard, or Discover ONLY). Checks will not be accepted. If the transaction is successful, immediately after payment, you will receive an email providing you with an access code to complete the final step of the application – uploading your images.

If you do not receive an email with your access code after submitting your payment, it may mean:

- 1) That your email provider has blocked the message or sent it to your spam/junk mail folder. Check your online banking to see if the transaction is shown. If it is, contact the Art in the Park Coordinator for further assistance.
- 2) Your transaction may have been declined. Please double check your credit/debit card information and your billing information for accuracy. As a reminder, only Visa, Mastercard, or Discover will be accepted by the system. Again, check your online banking. If the transaction is shown, contact the Art in the Park Coordinator for further assistance.
- 3) You may not have filled in every required section on the application. Required sections are marked with an asterisk if they have not been completed. Again, check your online banking. If the transaction didn't take place, start over. If you still encounter issues, try using a different computer; we recommend that you use an updated internet browser program. Also, you can try a different location that can access broadband Internet, e.g. a library or coffee shop.