

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

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

**PAYMENT INFORMATION**

Visa, MasterCard or Discover #: \_\_\_\_\_  
(no AmEx accepted)  
Expiration Date: \_\_\_\_\_ Name on Card: \_\_\_\_\_  
Billing Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
(a transaction receipt will be e-mailed to this email address)

I have attached a valid, currently dated, signed check  
Check #: \_\_\_\_\_ Check Dated? YES NO Check Signed? YES NO  
Is Address on Check Current? YES NO  
If not, please provide: \_\_\_\_\_

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

- Bring this completed form to check-in.
- **\*NEW\* Check-out is online only**, beginning Sunday, September 12<sup>th</sup>, at 5:00 p.m. Go to BAM’s *Art in the Park* Artist Information Center at [http://www.boiseartmuseum.org/art-in-the-park/aip-info\\_artists/](http://www.boiseartmuseum.org/art-in-the-park/aip-info_artists/) and click the Artist Check-Out button to submit your gross sales. The deadline to submit the online form is Monday, September 13, by 12:00 p.m. (noon).
- During the week immediately following *Art in the Park*, BAM staff will verify the accounting submitted online by each artist.
- Beginning no later than Tuesday, September 14, and using the form of payment provided at check-in, BAM will process a charge for all reported sales tax, 20% commissions, and other miscellaneous fees, as required.
- BAM will email your final accounting form upon completion of the accounting process.

**\*No in-person check-out is available. No cash payments or split forms of payment will be accepted.**

**PAYMENT AUTHORIZATION**

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

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

\_\_\_\_\_  
Date

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