

August 18, 2021

Dear *Art in the Park* 2021 Artist,

Thank you for joining us this year as we celebrate Boise Art Museum's 67th year presenting our premiere fundraising event. Boise Art Museum (BAM) is a non-profit, educational, and charitable organization. Your participation in *Art in the Park* 2021 enables us to continue to provide accessible, quality art experiences for our community and beyond. We are so pleased to be able to welcome you this year.

Please read the following information carefully, as accounting procedures have changed from previous years, with everyone's health and safety in mind.

SALES REPORTING, RECEIPTS

BAM will not issue *Art in the Park* receipt books to artists. Artists are responsible for issuing their own form of receipts to customers. BAM requires detailed documentation of each sale, showing individual transactions with Idaho sales tax (6%) listed separately. Detailed reporting for all sales must be provided to BAM upon request. In addition, all commissions and orders for an artist's work are considered subject to the 20% commission and must be included in artist sales reporting. BAM will be auditing artist sales as necessary.

ART IN THE PARK CHECK-IN & CHECK-OUT PROCEDURES

Check-In, Thursday, September 9th, 2021, 9:00 a.m. – 7:00 p.m.: Please print and complete the *Art in the Park* Payment Form found at [this link](#) prior to arriving at check-in. **Bring the completed form to check-in.** It will include providing a credit card number or blank, signed check. The form and payment will be securely held by the Boise Art Museum in preparation for processing commissions and sales tax payments in the days following *Art in the Park*. The completion of this form and submission of a valid form of payment is a requirement for all participating artists.

Sales Tracking: At check-in you will **not** receive *Art in the Park* receipt books – you must be prepared to provide your own form of receipts to customers. Sales reporting must have Idaho sales tax documented separately. BAM will be auditing artists' reported sales figures as necessary during *Art in the Park* and in the days immediately following the event.

Check-Out: *NEW* Check-out is an online-only process. On **Sunday, September 12th beginning at 5:00 p.m.**, you may submit your final accounting information online. Go to BAM's *Art in the Park* Artist Information Center, at http://www.boiseartmuseum.org/art-in-the-park/aip-info_artists/, and click the **Artist Check-Out button**. Artists must complete this form by **no later than 12:00 p.m. (noon) MDT, Monday, September 13th**. During the week immediately following *Art in the Park*, BAM staff will verify the accounting submitted online by each artist. Beginning Tuesday, September 14th, BAM will process a charge for all reported sales tax, 20% commissions, and other miscellaneous fees, as required, using the credit card number or blank, signed check you provided at check-in. (BAM will not charge artists an additional processing fee for credit card payments.) BAM will email you a copy of your final accounting information 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 is due and owing to the Boise Art Museum and collection efforts will be taken when necessitated. Artists who fail to submit full sales reporting by the deadline, or falsify sales figures, will forfeit consideration for participation in future *Art in the Park* events.

THANK YOU!

Once again, we want to thank you for being part of *Art in the Park* 2021. Please do not hesitate to email or call if you have any questions.

Sincerely,
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