



BAM | BOISE ART MUSEUM ART IN THE PARK 2022

March 18, 2022

Dear Concessionaire,

We invite you to apply to be one of the juried concessionaires for Boise Art Museum's 68th annual *Art in the Park*. Held in Julia Davis Park near the heart of downtown Boise and adjacent to the Boise Art Museum, *Art in the Park* provides an ideal atmosphere for concessionaires and the more than 250,000 visitors who attend each year.

Proceeds generated by *Art in the Park* are used to produce the annual event and to provide vital support for the Boise Art Museum. *Art in the Park* is the largest single fundraiser for the Boise Art Museum, an educational and charitable 501(c)(3) organization.

Regardless of past participation, all concessionaires are required to submit an application and be juried. Our goal is to present a high-quality event attracting many attendees and resulting in good sales for all participating concessionaires. Applications will be reviewed based on the following criteria: quality, variety, and price point of menu, health standards, booth appearance, space availability, and power use requirements. If you have previously participated, we will also review adherence to *Art in the Park* guidelines, as well as sales/volume.

To apply for *Art in the Park*, please submit your application online by clicking the "Apply Now" button on our website at <http://www.boiseartmuseum.org/art-in-the-park/art-in-the-park-food-vendor-info-center/>. Applications must be received by end of business on **Friday, May 6, 2022**.

Application Fee: \$40 per application, one application per location (non-refundable)

Concession Fee: Due after acceptance
Cart - \$150.00
Trailers/Regular Booths - \$250.00

Power Use Fee: Due after acceptance
110 volts - \$100.00 per line
220 volts - \$125.00 per line
The Power Use Fee pertains only to those booths that utilize power from a park source for their concessions. Booths that are self-contained or use a separate low profile, low sound generator for *all* their power needs will not be charged a Power Use Fee.

Commission: Concessionaires shall pay 25% of the gross receipts during *Art in the Park* to the Boise Art Museum. Gross receipts are total sales minus sales tax. No other deductions are allowed.

The hours for this year's event will be as follows:

Friday, September 9	10:00 a.m. – 8:00 p.m.
Saturday, September 10	10:00 a.m. – 8:00 p.m.
Sunday, September 11	10:00 a.m. – 5:00 p.m.

Check-in and set-up for all concessionaires will take place on Wednesday, September 7, 2022. Vendors will be assigned a specific time slot for set up, beginning at 9:00 a.m.

All trailers/carts must be completely set up by Wednesday at 8:00 p.m. and removed from the park by Sunday at Midnight. Concessionaires may not begin breakdown until 6:00 p.m. on Sunday. No exceptions will be granted.

Notification of acceptance as a concessionaire will be emailed by Friday, May 20, 2022. At that time, accepted concessionaires will be sent *Art in the Park* guidelines, a Concessions Agreement to sign, and an invoice for concession and power fees (when applicable). Concessionaires not accepted to *Art in the Park* will be put on a wait list unless they decline.

IMPORTANT INFORMATION

APPLICATION: BAM has transitioned to an online application process. Mailed paper applications are no longer accepted.

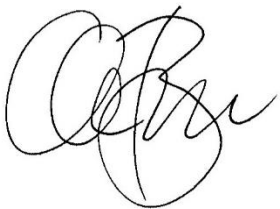
LAYOUT: The City of Boise Parks and Recreation Department no longer allows driving on grass or park pathways to position booths/equipment, or the parking of concessions vehicles on grass, with some exceptions for smaller booths. Vendors will be positioned along the park road.

CHECK-IN and CHECK-OUT: In order to expedite the checking in and checking out processes, concessionaires must provide either a blank, signed check or valid credit card information, along with a signed copy of the Payment Form at check-in. Concessionaires will complete an online final accounting form beginning Sunday, September 11 at 5:00 p.m. Concessionaires must complete this form by no later than 3:00 p.m., Monday, September 12. BAM will process payments beginning on Tuesday, September 13. Concessionaires are responsible for maintaining their own sales documentation. BAM reserves the right to request sales documentation, if needed.

REFUNDS: In the event the City of Boise, the Central District Health Department, or other governmental agency denies permission to hold Art in the Park, the Boise Art Museum will refund concession and power use fees. The \$40 application fee is non-refundable.

If you have any questions, please contact me at (208) 345-8330, ext. 114 or at AIP@boiseartmuseum.org.

Sincerely,

A handwritten signature in black ink, appearing to read 'ABurke', written in a cursive style.

Andrea Burke
Event Coordinator