

August 12, 2022

Dear *Art in the Park* 2022 Concessionaire,

Thank you for joining us this year as we celebrate Boise Art Museum's 68th 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* 2022 enables us to continue to provide accessible, quality art experiences for our community and beyond.

****NEW** ART IN THE PARK ACCOUNTING PROCEDURES**

Online Check-Out, Sunday, September 11th beginning at 5:00 p.m. through 3:00 p.m. MST, Monday, September 12th

We are excited to share that we have automated the majority of the accounting processes to make them easier and more efficient. As a result, we **no longer require you to submit the Payment Form** with your credit card information or a blank check at check-in, as all payments will be processed online, with two payment options available.

Paying by CREDIT CARD

If you plan to pay your commission with a credit card, no action is required before the event.

- At check-out, go to BAM's *Art in the Park* Food Vendor Information Center, <http://www.boiseartmuseum.org/art-in-the-park/art-in-the-park-food-vendor-info-center/>, and click the "**Food Vendor Credit Card Final Accounting Form**" button.
- Enter your information and gross sales into the form.
- Enter the total dollar amount of any vouchers you collected.
- The form will calculate commission owed automatically.
- Enter your credit card information, and click "Submit Payment." You will receive an email confirmation.

Paying by ECHECK **action required before 8/31/2022******

eCheck is a payment option that directly posts an expense to your designated bank account using your bank routing and account information. In order to pay by eCheck, please complete the following step **before 8/31/2022**:

Go to BAM's *Art in the Park* Food Vendor Information Center, at <http://www.boiseartmuseum.org/art-in-the-park/art-in-the-park-food-vendor-info-center/> and click the button "**eCheck Payment Authorization Form**" and enter the required information. Our Financial Manager will download the information daily and upload it to BAM's secure merchant processor.

- At check-out, go to BAM's *Art in the Park* Food Vendor Information Center, at <http://www.boiseartmuseum.org/art-in-the-park/art-in-the-park-food-vendor-info-center/>, and click the "**Food Vendor eCheck Final Accounting Form**" button.
- Enter your information and gross sales into the form.
- Enter the total dollar amount of any vouchers you collected.
- The form will calculate commission owed automatically.
- Click "Confirm Amount." You will receive an email confirmation.
- BAM Staff will enter the amount owed into BAM's merchant processor for payment by eCheck. On average, it will take one day for the expense to post to your bank account. You will receive an email confirmation when the payment is processed.

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

Food vendors are responsible for maintaining sales documentation, showing individual transactions with Idaho sales tax (6%) listed separately. Detailed reporting for all sales must be available upon request, as BAM will randomly audit sales reporting during the months following payment processing.

Payment is due and owing to the Boise Art Museum and collection efforts will be taken when necessary. Food vendors 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* 2022. Please do not hesitate to email or call if you have any questions.

Sincerely,
Andrea Burke
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