

## WELCOME

Thank you for your interest in applying to exhibit as an artist at Boise Art Museum's 69th Annual *Art in the Park* to be held September 8-10, 2023. We provide a high-quality event that benefits the community, accepted artists, and the Boise Art Museum (BAM), a non-profit, educational, and charitable organization.

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 more than 250 artists and purchase their works. In addition, *Art in the Park* offers live entertainment, wonderful food prepared by more than 30 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.

For participation, accepted artists pay a \$100 booth fee, a \$75 City of Boise park vendor fee, and 20% commission on sales. 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.

Boise Art Museum's goal is to make exhibiting in an outdoor setting an enjoyable experience by providing outstanding artist services. Exhibiting artists will receive detailed notification of available services prior to and during *Art in the Park*. Services typically include: shuttle buses, preferential hotel rates, access to overnight RV parking, booth signs, exhibitor badges with complimentary entry into the Boise Art Museum, booth sitter opportunities, pre-packed snack bag at check-in, and daily morning coffee and pastries. Three artists will be selected by a panel of jurors for Best of Show awards, based on quality of work and presentation.

**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 15, 2023.**

**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. For instance, only those artists who apply and are accepted in the Jewelry category may display or sell jewelry.

Artists are encouraged to select the category that best represents their work to shoppers, so that they may more easily find the work they are looking to purchase.

#### **MEDIUM CATEGORIES:**

- **Ceramics** - functional, non-functional/decorative work
- **Decorative/Home Crafts** - 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
- **Metalwork** - 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, furniture

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 BAM'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 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.

**IMPORTANT INFORMATION ON COMPLETING YOUR APPLICATION:** 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. If no transaction is shown, begin the process again.
- 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. If no transaction is shown, begin the process again.

3) You may not have filled in every required section on the application. Required sections are marked with an asterisk. Again, check your online banking. If the transaction didn't take place, begin the process again.

4) If you still encounter issues, try using a different computer, or a different internet browser program. Avoid using smartphones or tablets.

**ARTIST CANCELLATION REFUND POLICY:** The \$40 jury fee is non-refundable. The \$75 City of Boise park vendor 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 booth location preferences. If an artist needs to cancel after having paid the booth fee, email notification from the artist must be received by Friday, July 7, 2023 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.

**EVENT CANCELLATION BOOTH FEE REFUND POLICY:** 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 booth fees.

#### **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.

### **IDAHO SALES TAX:**

- Idaho's 6% sales tax must be collected by the exhibitor for each sale, documented individually and separately, and submitted to BAM for payment to the State of Idaho. This pertains to out-of-state exhibitors as well as exhibitors who are residents of Idaho. This is required by state law.
- Artists should not apply for the Idaho Temporary Seller's Permit, because the Boise Art Museum pays the taxes to the state on artists' behalf.

**20% COMMISSION ON ARTIST SALES:** *Art in the Park* is the primary fundraiser for the Boise Art Museum. As a result, a 20% commission is paid to the Museum for each artist sale. All commissions and orders for an artist's work are considered subject to the 20% commission and must be included in artist sales reporting.

### **CHECK-IN:**

- Check-in begins at the BAM Information Booth at 9:00 a.m. on Thursday, September 7, 2023.
- 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.

### **BOOTHS:**

- Booth spaces are 15' (width) x 10' (depth). Canopies may be no larger than 10' x 10', and any overhangs, banners, or signage may not extend beyond the 15' x 10' footprint.
- Artists may request a double booth space when submitting booth location preferences (after receiving notification of acceptance). If the request is granted, an additional payment of \$100 will be required.
- Artists may not extend the booth 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 7, 2023 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.

**BOOTH ACCESSIBILITY:** Boise Art Museum is committed to accessibility, which speaks to our institutional values and serves the needs of all in our community. When planning your booth setup, please take the following into consideration so that you are safe and accessible to the largest possible audience.

- Make sure your booth entrance is a minimum of 36" wide.
- Remove any protruding objects in the paths of travel. These are collision hazards for those with visual disabilities. Merchandise may NOT spill into aisles. Inventory, boxes, signage, and other objects may NOT extend beyond the booth.
- Keep a clear path inside the booth (at least 36" wide, 48" long, 80" high).
- Service counters that are 36" long and no more than 36" above the floor are considered accessible.
- Service animals are allowed at the event; people are asked to leave their pets at home.

Accessibility also attracts the family, friends, employers, communities, and service providers of people with disabilities. Access to goods and services will also be appreciated by parents with strollers and elderly people looking for easily navigated routes. Veterans with disabilities, baby boomers, and even people with temporary disabilities will also be among your customers.

#### **CITY OF BOISE PROHIBITED ACTIVITIES:**

- The City prohibits unauthorized motorized vehicles from **driving** on the grass or park pathways. A substantial fine will be issued by the City of Boise for driving vehicles on the grass or park pathways. 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** or any other pets.

#### **SALES REPORTING:**

- Artists will be responsible for maintaining their own sales documentation. BAM requires detailed documentation of sales, showing individual transactions with sales tax listed separately. BAM does not issue receipt books to artists.
- Idaho's 6% sales tax must be collected by the exhibitor for each sale, documented individually and separately, and submitted to BAM for payment to the State of Idaho. This pertains to out-of-state exhibitors as well as exhibitors who are residents of Idaho. This is required by state law.
- Artists should not apply for the Idaho Temporary Seller's Permit, because the Boise Art Museum pays the taxes to the state on artists' behalf.
- BAM requires artists to complete an online form showing gross sales and the 6% Idaho sales tax separately. The check-out process begins Sunday, September 10 at 5:00 p.m.
- All commissions and orders for an artist's work are considered subject to the 20% commission and must be included in artist sales reporting.

#### **CHECK-OUT PROCESS -- PLEASE READ CAREFULLY**

- Artists may not check out or take down their booths prior to the end of the event at 5:00 p.m. on Sunday.
- **The check-out process will be completed online only, not in person.** The online form will calculate the 20% commission and 6% Idaho sales tax for you, based on your gross sales figure.
- Artists may begin completing the online form **Sunday, September 10, at 5:00 p.m.** Artists must complete this form and submit the commission payment by **no later than 3:00 p.m. MDT, Monday, September 11.**
- Upon completion of the online accounting process, artists will receive documentation via automated email.
- BAM will not charge artists an additional processing fee for credit card payments.
- BAM accepts only credit card or bank transfers for sales commission and sales tax payments.
- Payment is due and owing to the Boise Art Museum and collection efforts will be taken when necessitated. Artists acknowledge the credit card used for their booth fee payment will be securely held by BAM and may be used to collect outstanding fees and commission payments if the artist does not complete the check-out process, and attempts to contact the artist are unsuccessful.
- 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.
- BAM will perform audits of artists' sales reporting and final accounting as necessary.

#### **TRAILERS/MOTOR HOMES/OVERNIGHT PARKING:**

- Overnight lodging in a trailer or motor home in Julia Davis Park may be available to artists during *Art in the Park* by special permit only. Information on how to obtain permits and submit fee payment will be supplied to artists after acceptance into the event.
- Overnight parking permits are required for vehicles and trailers parked overnight. Information on how to obtain permits and submit fee payment 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.
- Artists will adhere to all additional health and safety measures required by the federal government, the State of Idaho, the City of Boise, the Central District Health Department, and BAM, which may include wearing a face mask and social distancing.

#### **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 their 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*. If my application is accepted, I acknowledge the credit card I use for booth fee payment will be securely held by BAM, and may be used to pay for outstanding fees and commission payment if my check-out is not completed.

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](mailto:AIP@boiseartmuseum.org).

Important Dates:

**APPLICATION DEADLINE: Wednesday, March 15, 2023 – midnight MDT**

**JURY NOTIFICATION: early May, 2023**