



# BAM | BOISE ART MUSEUM ART IN THE PARK 2023

March 24, 2023

Dear Concessionaire,

We invite you to apply to be one of the juried concessionaires for Boise Art Museum's 69<sup>th</sup> 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 midnight on **Friday, May 5, 2023**.

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

**Concession Fee:** Due after acceptance  
Trucks/Trailers/Regular Booths - \$250.00  
Carts - \$150.00

**City of Boise Vendor Fee:** Due after acceptance  
\$75.00

**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.

**Power Use Fee:** *Please note, BAM is able to grant park power use to only a few concessionaires due to a lack of available sources and layout constraints.*  
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.

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

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

Check-in and set-up for all concessionaires will take place on Wednesday, September 6, 2023. Vendors will be assigned a specific time slot for set up, beginning at 9:00 a.m.

**All concessions equipment 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 loading out until 6:00 p.m. on Sunday. No exceptions will be granted.**

Notification of acceptance as a concessionaire will be emailed by Friday, May 19, 2023. At that time, accepted concessionaires will be sent *Art in the Park* guidelines, accounting information, 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. Paper applications are not accepted.

**LAYOUT:** The City of Boise Parks and Recreation Department does not allow the parking of concessions vehicles on grass or driving on grass or park pathways to position booths/equipment, with some exceptions. Most vendors will be positioned along the park road.

### **ACCOUNTING INFORMATION:**

Final accounting will be processed with an online form beginning immediately after the event, Sunday, September 10 at 5:00 p.m. Concessionaires must complete this form and submit payment by no later than 3:00 p.m., Monday, September 11. Concessionaires will have the option to pay by e-check or by credit card (no cash payments). If paying by e-check is preferred, concessionaires must submit banking information before the event via an online form provided on the BAM website, which will be available after jurying is complete (by mid-May). Concessionaires are responsible for maintaining their own sales and sales tax documentation. BAM reserves the right to request 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](mailto:AIP@boiseartmuseum.org).

Sincerely,



Andrea Burke  
Event Coordinator