



Dear *Art in the Park* 2024 Artist,

Thank you for joining us as we celebrate Boise Art Museum's 70th anniversary of presenting *Art in the Park*, our premiere fundraising event. Boise Art Museum (BAM) is a non-profit, educational, and charitable organization. Your participation in *Art in the Park* 2024 enables us to continue to provide accessible, quality art and educational experiences for our community and beyond.

You will receive multiple informational emails before the event. The topics for this email are:

- Accounting Procedures
- Canopy/Booth Requirements
- Accessibility Guidelines

Accounting Procedures

Online Check-Out, Sunday, September 8, beginning at 5:00 p.m. MST, through 3:00 p.m. MST, Monday, September 9.

We have automated the accounting processes to make them easier and more efficient for you. All payments will be processed online, by credit card. BAM accepts Visa, MasterCard and Discover.

Beginning September 8 at 5:00 p.m., log in via BAM's *Art in the Park* Artist Info Center, http://www.boiseartmuseum.org/art-in-the-park/aip-info_artists/, then:

- Click on "**Artist Final Accounting Form**;"
- Enter your gross sales amount into the form. The form will calculate the sales tax and 20% commission amounts. Click "Next;"
- Enter your credit card information and click "Submit Payment." You will receive an email confirmation.

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

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. In addition, all commissions and orders for an artist's work are subject to the 20% commission and must be included in artist sales reporting. Detailed reporting for all sales must be available upon request, as BAM will audit artist accounting at random during the months following payment processing.

Payment is due and owing to the Boise Art Museum and collection efforts will be taken when necessary. 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.

Non-payment by Artists

BAM employs an electronic Customer Information Management (CIM) system, available through our online merchant provider. The CIM system is a database that legally and securely stores the credit card data provided when artists pay their *Art in the Park* fees. In the event an artist does not submit

the Final Accounting Information and payment by the deadline, **Monday, September 9 at 3:00 p.m. MST**, BAM will use the credit card information provided during the booth payment. Every effort will be made to contact artists prior to charging their credit cards.

Canopy/Booth Requirements

Please review the “**Booths**” section of the Artist Prospectus (page 7) when planning your booth set-up. The booth space is 15-feet-wide, and 10 feet deep. Canopies may be no larger than 10’x10.’ Canopies must be properly weighted, with each weight at least 40 pounds and attached to the base of each leg.

If you are planning to rent a canopy and to have the rental company set it up for you, you must check in at the BAM Info Booth before the canopy is placed and must remain with rental company personnel during set-up. Rental companies will not be allowed to begin set-up until artist check-in is complete and the artist is present.

Accessibility Guidelines

On the same page (page 7) of the Artist Prospectus, you will find **Booth Accessibility** information. Please take these guidelines into consideration so that your booth is safe and accessible to the largest possible audience.

Thank you!

Once again, we want to thank you for being part of *Art in the Park 2024* and making it a success!

Sincerely,
Andrea Burke
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