



BAM | BOISE ART MUSEUM ART IN THE PARK 2025

SEPTEMBER 5-7, 2025

Artist Prospectus

Introduction

Thank you for your interest in applying to participate as an artist at Boise Art Museum's 71st Annual *Art in the Park* fundraiser, **September 5-7, 2025**. This beloved community event benefits accepted artists and the Boise Art Museum (BAM), a non-profit, educational, and charitable organization. The mission of the Boise Art Museum is to create visual arts experiences that engage people and inspire learning through exceptional exhibitions, collections, and educational opportunities.

In addition to featuring approximately 240 artists, *Art in the Park* offers hands-on activities for children in the Children's Art Tent, 30 food vendors, and live entertainment. *Art in the Park* is held in beautiful, tree-filled Julia Davis Park, just outside BAM's door, and in the heart of downtown Boise, Idaho.

BAM's *Art in the Park*, Idaho's premier art event, draws 250,000 visitors over the three days due to BAM's marketing efforts including print, newspaper, website, radio, and social media.

Please read this document carefully. Agreement to the following terms and conditions is required of participants and an important step in the application process.



- Fundraiser for Boise Art Museum
- 240 artists
- 30 food vendors
- 250,000 visitors over the three days
- In Julia Davis Park, in the heart of downtown Boise

2025 Timeline and Deadlines

Please note these dates. Information will be sent via email and posted on our website over the coming months.

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| Mid-January | Artist application available on BAM's website |
| Friday, March 21 | DEADLINE for artist applications |
| Mid-April | Artist Jury convenes |
| Early May | Artist Jury notifications, booth fee payment, booth location requests |
| June 4 | Booth fee payment & booth location requests deadline |
| End of June | Booth assignment notification, correct your artist information |
| July 11 | Deadline for cancellation with partial refund, no refunds after this date |
| Late July | Parking information, instructions for permits |
| September 4 | Artist check-in and set-up, 9:00 a.m. - 5:00 p.m. |
| September 5 September 6 September 7 | Art in the Park Event Hours Friday 10:00 a.m. - 8:00 p.m. Saturday 10:00 a.m. - 8:00 p.m. Sunday 10:00 a.m. - 5:00 p.m. |
| September 8 | Final Accounting Form and Payment due by 5:00 p.m. |
| Mid-September | Artist Post-Event Survey |

Fees Schedule

Required Fees

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|--------------------------|--------------|
| Application Fee | \$50* |
| Booth Fee | \$100 |
| City of Boise Vendor Fee | \$75* |
| Artist Commission | 20% of sales |

The City of Boise Vendor Fee and the BAM *Art in the Park* booth fee will be due upon acceptance, by the deadline **June 4, 2025 (total of \$175)**. The BAM *Art in the Park* booth fee is 75% refundable until July 11, 2025. No refunds will be granted after this date. The application fee and the City of Boise Vendor Fee are non-refundable.

Optional Fees

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| Double Booth Fee (additional) | \$150 (\$250 total) |
| Overnight City of Boise Parking Permit Fee | \$32 per night, per vehicle/trailer* |
| Overnight City of Boise Lodging Fee | \$32 per night, per vehicle/trailer* |

*non-refundable

Requirements – before you apply . . .

Please note, the following will **not** be considered for participation: packaged foods, buy-sell/commercial/manufactured items, henna/tattoo/body painting, booths comprised entirely of samples (for custom orders or commissions), art experiences/on-site art projects (free demonstrations are allowed), caricature/custom portraits, images built entirely with use of AI.

Artists

- Artists must be 18 years of age or older.
- Artists must be present in their booths during the hours of the event, all three days. While artists are encouraged to bring extra help for the weekend, artist representatives are not allowed as substitutes for artists.
- Eligibility to participate as an artist is not extended to members of BAM Staff, BAM Trustees, and their immediate family members.
- Name tags, which are provided by the Boise Art Museum, must be worn by all artists during festival hours and serve as admission tickets into the Boise Art Museum during *Art in the Park*.

Artwork

- All work must be original and produced by or under the direction of the artist. Design of manufactured products does not qualify.
- Reproductions of an artist's original work may be displayed and may represent no more than 50% of 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.
- Submissions are judged based on 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 and will forfeit consideration for any future *Art in the Park*.
- Artists are required to disclose any use of ready-made or mass-produced objects.
- Work exhibited at *Art in the Park* must be consistent with the artwork reviewed and accepted by the jury committee. Artists may display work in only the categories for which they were accepted. Boise Art Museum has the right to require that any other work is removed.
- Artists who wish to sell work in multiple categories must apply for and be accepted in those categories.
- Only the artists who are accepted in the Jewelry category may display or sell jewelry during *Art in the Park*.
- Artists may not display or sell work by any other artist.
- Artists must have sufficient inventory on-hand for the three-day event. All work displayed must be for sale.

Application Instructions and Information

Applications will be evaluated by a jury comprised of community volunteers. Applications may be excluded from consideration as incomplete if any required information is omitted or if artwork images are missing. The jury will also select artists for the waitlist. No artist may participate who has not submitted a complete application by the deadline, **Friday, March 21, 2025**.

The application process for *Art in the Park* is entirely online, and instructions are included in each step. The purpose of this section is to provide additional information about the completion of forms, descriptions of the categories, and suggestions for preparing your artwork images.

To apply, please go to the Artist Info Center webpage at https://boiseartmuseum.org/art-in-the-park/aip-info_artists/ and follow the instructions.

Email Validation: *Begin the application process.*

The **first step** in the application process is to confirm your email address and create your login credentials. Follow the instructions on the BAM website, [Artist Info Center webpage](#). You will be guided to the next step.

Artist Application Form: *Artist basic information.*

Please take care to enter your information correctly.

Individual Entry or Collaborative Partnership

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.

If you plan to have an assistant working with you during the event, you may enter your assistant's name in the fields below, while completing the application as an individual entry. This will ensure your assistant will be provided a badge, but is not indicated as a co-artist.

Artist Application Images, Agreement, and Payment Form: *Upload images of artwork, agree to the terms of the Artist Prospectus, and pay the application fee.*

Medium Category

Each application may represent work in only one Medium Category. If an artist wishes to sell artwork in more than one Medium Category, the artist must submit an additional application for each additional category, with the artwork images corresponding with that category, and an additional application fee. Artists may display and sell work in only the categories for which they were accepted. For instance, only those artists who apply and are accepted in the Jewelry/Accessories category may display or sell jewelry.

Mixed media may be placed in any category. Select the category that represents the primary component of your artwork.

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

See the next page for definitions of Medium Categories

Medium Categories:

- **Ceramics:** functional, non-functional/decorative work in clay (non-jewelry)
- **Decorative/Home Crafts:** home décor 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 (non-jewelry)
- **Jewelry/Accessories:** jewelry in all media including glass/leather/metal/clay/beaded, other worn accessories including belt buckles/hair accessories
- **Leather:** wearable (handbags/accessories/shoes) and non-wearable leather items
- **Metalwork:** 2D/3D work made of metal, indoor/outdoor décor made of metal (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 made of wood, furniture

Artist Statement

Please describe the materials, techniques, and creative processes used to produce the work and include any details that might be helpful in appreciating your work, especially if unusual or not easily discerned by viewing the submitted images. If using ready-made or mass-produced objects in the artwork, you may disclose this in the artist statement or in the descriptions of the images. For digital art, please include details on your methods and creative process.

Artwork Images

All artists must submit six digital images per application regardless of past participation. Applications submitted without six images will automatically be disqualified.

Accepted file types are **.jpg, .jpeg, and .png**. The maximum file size per image is **5 MB**. The dimensions of your images should be no larger than 1920x1920 pixels. Please note, images that are very large may not upload properly or may take too long to upload, and may be rejected.

- **Five images must be of individual artworks** which are representative of current work. They must accurately represent the work intended for display at *Art in the Park*. The entire range of price points should be represented.
- **The sixth image must show the booth.** An image of a mock-up display is acceptable if a booth photo is not available. If you plan to request a double booth, your booth photo must show a double-booth set-up.

Suggestions for Preparing Digital Images

Please ensure the highest quality of images, while adhering to the guidelines above. Here are some recommendations for preparing quality images.

- The images should not be too dark, too light, or out of focus.
- Fill the frame with an individual artwork rather than groups of work.
- Two-dimensional art should be photographed without mats or frames, if possible.
- Avoid reflection/glare or excessive shadowing on the object.
- Avoid distortion produced by camera angles, lenses, or filters.
- Using the same background for all objects helps provide consistency. Choose a background color that will enhance the work. Bright colors tend to compete with the work. Black works best for most objects.

Agreement and Consent

This step indicates you have read this document, the *Art in the Park* 2025 Artist Prospectus, and agree to its terms and conditions. Agreement is required. Thank you for reading this document carefully.

Application Fee Payment

Your application is not complete until you have submitted payment of the non-refundable application fee (\$50). BAM accepts only Visa, Mastercard, or Discover. Cash and checks are not accepted. When the transaction is successful, you will receive an email confirmation. If you do not receive an email immediately after payment:

- Check your junk/spam folders.
- Check your banking transaction records.
 - If there is no transaction shown, please check that all required fields in the application are complete, and re-submit.
 - If the transaction is shown, contact the *Art in the Park* Coordinator.

You may review your application and images by logging in to the portal. Jury notifications will be emailed in early May. Please keep your login credentials for use throughout the event.

Booth Sharing and Collaborations

Two artists (and no more) may share a booth if each artist submits their own application and is accepted individually. The request must then be made in writing (via email) to the *Art in the Park* Coordinator. The work of the two artists must show well together. Each artist must submit all fees separately, including the final accounting fees, at the end of the event. For this reason, sales during the event must be tracked separately.

Artist Jury Notification

All applicants will be notified of the jury's decisions via email in early May. Accepted artists will receive information regarding next steps (booth location requests, booth fee payments, etc.). Please save your log-in credentials. You will return to BAM's website to complete next steps.

Artists chosen for the waitlist will be contacted as opportunities to participate become available.

Booth Assignment

Accepted artists will have the opportunity to submit their booth location preferences (including requests for double booths*) via an online form.

Our goal is to make *Art in the Park* a successful event for everyone. There are multiple considerations in the placement of artists. We endeavor to provide consistency from year-to-year for shoppers, with a layout that displays a variety of media throughout the park. Holding the event in Julia Davis Park requires adjustments based on the city's changes to park structures and landscaping. While we will do our best to accommodate artists' preferences, we cannot guarantee requests will be granted.

Artists who have specific needs or concerns should contact the *Art in the Park* Coordinator before the deadline, **Wednesday, June 4, 2025** at AIP@boiseartmuseum.org or (208) 345-8330 ext. 114.

*Artists may request a double-booth space within the booth preferences form. A maximum of 15% of spaces may be double booths due to ingress/egress requirements for emergency services and the challenging nature of the terrain in the park. Only those artists showing a double-booth set-up in their application photo will be considered. If the request is granted, payment of \$150 is required in addition to the \$100 booth fee. If you request a double booth, it will be assumed that having a double booth is more important to you than the location of your booth.

Booth assignment notifications (including for double booths) will be emailed by the end of June.

Cancellations

Artist Cancellation Refund Policy

Once accepted, artists pay a \$100 booth fee and \$75 City of Boise Vendor Fee (non-refundable), due by **Wednesday, June 4** (total of \$175). If an artist needs to cancel after having paid, an email request from the artist must be received by **Friday, July 11** to qualify for a 75% refund of the booth fee. After that date, no refunds will be granted for any reason, including booth location changes, lack of artist inventory, etc.

The \$50 application fee and the \$75 City of Boise Vendor Fee are non-refundable.

Event Cancellation 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.

Check-in, Artist Amenities

Artist Check-in

Beginning **Thursday, September 4** at 9:00 a.m., and prior to setting up booths, artists will check in at the Info Booth, located East of the back side of the Museum, in Julia Davis Park. Booth set-up must be completed by 7:00 p.m.

Each artist will receive a packet of information and materials. Please take time to review all information.



Artist Amenities

- BAM's marketing efforts, including print, newspaper, website, radio and social media, which attract more than 250,000 shoppers
- Best of Show awards (Best of Show 1st Place \$750, 2nd Place \$500, Best Booth \$250)
- Access to free wi-fi to support sales transaction processing (reliability not guaranteed)
- Artist breakfast Saturday morning
- Daily morning coffee and pastries
- Welcome kit
- Booth sitters for artists who sign up each day
- Badges for free museum admission, and booth signs
- Shuttle buses
- Special hotel rates (information on website in May)
- Overnight lodging in the park (information emailed in July)



Booths

- Booth spaces are 10'x10' with an additional 2.5' of space on each side to prevent artists' canopies from abutting, for safety reasons. Canopies in single booth spaces may be no larger than **10'x10.'** Any awnings, banners, or signage may not extend beyond the 10'x10' footprint.
- The layout is configured and carefully measured to allow space for trees, berth around structures and pathways, and to allow for ingress and egress of emergency equipment and vehicles. Artists may not extend the booth space in any way, including with decoration, furniture, signage, or merchandise. This includes in front of, beside, or behind the booth.
- Artists provide their own booth structures and are responsible for building and equipping their booths and providing their own weather protection. **Electricity is not available.** Artists may bring small batteries or silent power packs. Generators are not allowed.
- 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 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 weather, event security, assistance with load-in, load-out, take-down, or clean-up.
- Each artist 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 booth at all times.
- The booth map shows approximate locations of booths. Booths may not be positioned exactly as shown.
- Boise Art Museum reserves the right to relocate any booth for any reason.

Booth Accessibility

Boise Art Museum is committed to accessibility for people with a range of disabilities. This 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.

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 older adults looking for easily navigated routes. Veterans with disabilities, baby boomers, and even people with temporary disabilities will also be among your customers.

Final Accounting Information

At the end of the event, **Sunday, September 7, as early as 5:00 p.m., and no later than Monday, September 8, at 5:00 p.m.**, artists will complete an online Final Accounting Form. This form will be accessed via the BAM *Art in the Park* Artist Info Center webpage using the artist's credentials. The artist will input their gross sales figure, and the form will perform computations for the 6% sales tax and 20% commission amounts owed.

Idaho Sales Tax

Artists are required to maintain their own sales documentation, showing individual transactions with 6% Idaho sales tax listed separately. Artists must submit the tax amount to BAM for payment to the State of Idaho. This pertains to out-of-state artists as well as artists 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 of Idaho on behalf of the artists.

20% Commission on Artist Sales

Art in the Park is the primary fundraiser for the Boise Art Museum. Each artist sale (including any commissions and orders for work) is subject to a 20% commission, which helps pay for the event itself, as well as provides funding to support BAM's non-profit mission to create visual arts experiences that engage people and inspire learning through exceptional exhibitions, collections, and educational opportunities.

Payment

BAM accepts Visa, Mastercard, and Discover. BAM does not charge artists an additional processing fee for credit card 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 final accounting process, and when 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 random audits of artists' sales reporting and final accounting as necessary.

City of Boise Prohibited Activities

- The City prohibits unauthorized vehicles from driving on the grass or park pathways. A substantial fine will be issued by the City of Boise for violations, and this fine will be charged to the artist.
- Artists may not use tent stakes in the park or alter the park grounds in any way.
- If there is any damage to Julia Davis Park, its grounds, or any structure within its boundaries, caused by an artist or an artist's assistants, the artist will be responsible for payment to repair that damage.
- The City prohibits smoking in city parks, including Julia Davis Park.
- The City does not prohibit pets, but does require pets to be leashed. Please report any unleashed pets to security personnel or Boise Art Museum staff.

Parking/Trailers/Motor Homes

Information on parking, including how to obtain permits and submit fees for parking a vehicle overnight, or lodging in a trailer or motorhome in Julia Davis Park, will be provided via email and on BAM's website in July.

Conduct

Absolutely no abusive or disruptive behavior will be tolerated by any artist or their representatives toward any person, place, or thing. Boise Art Museum reserves the right to immediately remove an artist from the event for any reason, including but not limited to violation of any of the terms and conditions of participation in *Art in the Park*, the laws of the State of Idaho, or the City of Boise.

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 physical 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 artist is responsible for proper insurance including general liability with a minimum coverage of \$1,000,000, and each artist 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 artist to obtain such insurance or failure of such insurance to cover any loss. No artist 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*.

Art in the Park 2025 Artist Prospectus Agreement and Consent

Failure to comply with the Terms and Conditions may result in an artist's removal from the festival and jeopardize the artist'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 final accounting form and payment is not completed.

Please note, agreement to the Terms and Conditions in the Artist Prospectus is required for participation in *Art in the Park*, and without agreement, the application will not be accepted for consideration.

Thank you for your application!

If you have questions, please contact the Boise Art Museum *Art in the Park* Coordinator at AIP@boiseartmuseum.org or (208) 345-8330 ext. 114.