

23rd ANNUAL KETCHUM ARTS FESTIVAL (2021) APPLICATION

You will be required to read and sign the Ketchum Arts Festival Rules at check in. Please go online to www.KetchumArtsFestival.com and preview the Festival Rules now to make sure that you are able to comply with all rules.

Important: Registered vendors may not lend, share, or sell their space, or a portion of their booth space, to any one not officially registered as a vendor for the fair.

Application Instructions: Mail completed application to PO Box 3849, Ketchum, ID 83340. Include any required images on disc or thumb drive. Include certificate of residency and process statement if they apply. All forms are available at www.KetchumArtsFestival/participantinfo, where you may also make an online payment instead of sending a check. No application is complete until payment is received. **For those with a credit, see Fee Section.**

SECTION 1: APPLICANT CATEGORIES

- **BLAINE COUNTY LOCALS** This festival is primarily for Blaine County, Idaho, residents. You must submit proof of residency with your application the first time you apply.
- **FORMER LOCALS:** You are a Former Local if you lived in Blaine County and participated in Ketchum Arts Festivals while you lived here. If you miss 2 years in a row, you lose this status. Former Locals are not juried. We have records of past participants so no proof is necessary.
- **IDAHO GUEST ARTISTS:** Artists are considered Idaho Guest Artists if they are Idaho artists who do not reside in Blaine County, and don't qualify as Former Locals. Idaho Guest Artists are selected in order to round out media categories. Past participation is not a guarantee of selection. Guest artists are juried*** and must submit images for jurying. To see if you qualify to **opt out of jurying**, go to *** at end of application.

SECTION 2: ARTIST APPLICATION (a section follows this for Artist 2's contact information, to use ONLY in a shared single booth situation)

Contact information Artist 1(* Starred items are required):

*Name (or contact name for business) _____

Business Name, if applicable _____

*Mailing address _____

*City, State, Zipcode _____

*Phone number with area code _____ - _____ - _____

*Email address for us to contact you: _____

Facebook/Instagram if applicable _____

Festival Guide Listing:**

Your listing will include your name, business name (if desired), city and state, art medium and **only one** form of contact information. If you do not mark one, we will use your phone number, so **mark the ONE contact method you want listed** in the Guide.

***Mark ONE:** email website phone Facebook Instagram

***Medium:** Describe your work in **six words or less**, for the Festival Guide. Example: Hand thrown and painted ceramic vessels. We reserve the right to edit your description.

***Idaho Seller’s Permit Number (for State of Idaho sales tax)**

Leave blank if you do not have a Seller’s Permit. A temporary permit form will be available at Festival check in.

Artist 2 Contact Information (This applies to a shared single booth situation. If you are not sharing a single booth, just skip to Section 3.)

Required Items are marked with a *:

***Name** (or contact name for business) _____

Business Name, if applicable _____

***Mailing address** _____

***Phone number** with area code _____ - _____ - _____

***Email address** for us to contact you: _____

Facebook/Instagram if applicable _____

Artist 2 Festival Guide Listing:**

Your listing will include your name, business name (if desired), city and state, art medium and **only one** form of contact information. If you do not mark one, we will use your phone number, so **mark the ONE contact method you want listed in the Guide**.

***Mark ONE:** email website phone Facebook Instagram

***Medium:** Describe your work in six words or less, to be used in the Festival Guide. Example: Hand thrown and painted ceramic vessels. We reserve the right to edit.

Artist 2 *Idaho Seller’s Permit Number (for State of Idaho sales tax)

Leave blank if you do not have a Seller’s Permit. A temporary permit form will be available at Festival check in. If you have submitted your tax number since 2011 you can leave this blank. We have it on file.

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### SECTION 3: BOOTH LOCATION REQUEST

Any returning artist submitting a complete application postmarked on or before March 15 may request to keep the booth they had in 2020.

\_\_\_\_\_ Yes, I want the same booth(s) as 2020 (last summer).

#### OTHER BOOTH REQUESTS:

See [www.ketchumartsfestival.com/ParticipantInfo](http://www.ketchumartsfestival.com/ParticipantInfo), for a map of the current layout. Your art medium is taken into consideration in assigning booths to avoid repeats close together. Postmark date is also taken into consideration. (We'll do our best on your requests, but no guarantees.)

Booth numbers requested, listed in order of preference:

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Special requests (like “put me next to so and so”), listed in order of preference

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SECTION 4: IMAGE SUBMISSION GUIDELINES

- **Returning Blaine County Residents and Returning Former Locals** are not required to submit an image for jurying but you must submit one image to go in the Festival Guide or else indicate that we should use last year’s image. Please read the image requirements.
- **New Blaine County resident artists:** Submit one image of artwork. Although you will not be juried for entry, we do look at your image and your process statement to make sure your items are handmade. This image will also be used in the Guide.
- **Idaho Guest Artist:** Submit five images of artwork and one of booth. Guest artists are juried and must submit images to be considered (however, see note***). Please indicate which image should be used in the guide.

IMAGE REQUIREMENTS:

- Include all required images for your category with your application. Please be sure to label the thumb drive or CD with your name. We will not accept photo prints or images sent by email. This disk/thumb drive will be available for you to collect at set up.
- The optimal Festival Guide image is a close up of your work, excluding people unless your art is wearable, excluding a busy background and excluding a title or your name. An image of a bunch of small items does not show up well. Remember the published image will only be 1”X1”. We reserve the right to ask you for a different image.
- Image format:
 - We will only accept file types .jpg or .gif.
 - Resolution at least 200 dpi, but 300 dpi is much better.
 - Minimum dimensions: 1000 pixels on the shortest side.

- Aspect ratio: **square images are the best for the Guide**. Do not send images that are filled in with color to make rectangles into squares. Rectangular images are fine, but please no skinnier than a 4 X 6 (or 6 X 4) aspect ratio. In other words, if your picture is only half as wide as it is tall (or vice versa), that is too skinny. A square image = more real estate in the guide for you.
- If you are confused about what this all means, please email lisahortonjewelry@gmail.com for clarification ONLY about images.

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**SECTION 5: CHECKLIST FOR A COMPLETE APPLICATION**

**An application is incomplete, regardless of postmark, unless the following are included:**

**1. APPLICATION FEE**, non-refundable

\_\_\_ \$35.00 for single booth (one artist) or double booth (one artist) or **\$70 for applications postmarked after March 31\*\***. **This also applies to those with booth fee credits from 2020.**

\_\_\_ \$70.00 for shared single booth (two artists) or **\$140 for shared single booth, applications postmarked after March 31\*\***. **This also applies to those with booth fee credits from 2020.**

**2. BOOTH FEE**, fully refundable before May 1. Not refundable on or after May 1.

\_\_\_ \$250 for single 10'X10' booth, one artist or **\$300 postmarked after March 31\*\***

\_\_\_ \$350 for single 10'X10' booth, two artists or **\$400 postmarked after March 31\*\***

\_\_\_ \$425 for double booth 10'x20', one artist or **\$4 50 postmarked after March 31** Note:

Two artists wishing to share a double booth should purchase two single booths and request adjacent booths in the Booth Request section.

**Please note: if 2021 is like 2020 and we have to wait until the last minute before deciding whether to go ahead with the festival, we will probably only be able to refund part of your booth fee because we will have incurred nonrefundable expenses. Please consider this before you apply. Otherwise the above refund deadlines apply as usual.**

**Payment methods:** We accept checks and credit cards. Make checks payable to Ketchum Arts Festival. Checks cannot be held for later deposit. Artists sharing a single booth should combine payment into one check. Make a credit card payment at [www.KetchumArtsFestival.com/participantinfo](http://www.KetchumArtsFestival.com/participantinfo) (application fee and booth fee are combined into one amount). Convenience fee applies. **Full payment must be received before your application is considered complete.**

\_\_\_ I have paid booth fee plus application fee by credit card on the website.

\_\_\_ I enclose a check for full payment of booth fee plus application fee.

\_\_\_ I have a credit from 2020 but have paid the application fee by credit card on the website.

\_\_\_ I have a credit from 2020 but have enclosing a check for the application fee.

**3. IMAGE SUBMISSION:**

\_\_\_ I am enclosing a labelled disk/thumb drive with image(s) with this application. I am sending a **NEW** image for the Festival Guide this year. If a guest artist, I include jurying images and have indicated which one is to be used for the Festival Guide.

OR \_\_\_ Please use last year's image.

**4. PROCESS QUESTIONNAIRE** Find forms 4 and 5 at [www.ketchumartsfestival.com](http://www.ketchumartsfestival.com) /Participant Info.

I am a new artist and I am enclosing a process questionnaire.

I am a returning artist and have submitted this in the past.

#### **5. CERTIFICATE OF RESIDENCY**

I am applying as a new **LOCAL** artist (See definitions above in Section 1) and I am including a certificate of residency with my application..

I am not applying as a new **LOCAL** artist.

#### **SECTION 6: ACCEPTANCE AND OTHER COMMUNICATIONS**

- Local and Former Local artists: you will receive a **PAID invoice from us by email, which constitutes your acceptance.** Guest Artists will be notified the results of jurying.
- Booth assignments will be emailed out close to festival dates.
- In May, you will receive by email an opportunity to proofread your guide listing.

For more information:

Phone 208.720.5425 (leave a message please)

Email: [info@ketchumartsfestival.com](mailto:info@ketchumartsfestival.com)

[www.KetchumArtsFestival.com](http://www.KetchumArtsFestival.com)

Facebook/KetchumArtsFestival (please follow us!)

Instagram/KetchumArtsFestival

Mailing: PO Box 3849, Ketchum, ID 83340

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\*These contact items are required.

\*\*The Festival Guide is a widely distributed guide to Ketchum Arts Festival and serves as a reference to help customers find you at the fair as well as contact you later. Artists applying on or before March 15 are guaranteed a spot in the Guide. Those applying later will receive remaining slots in order of postmark but are not guaranteed a listing in the Guide.

\*\*\* Jurying of Idaho Guest Artists. The first jurying is done in early April of all the applications received to date. Later-applying artists are juried as applications are received, so your best deal is to apply by March 15 so that you not only get into the first round of jurying but also are guaranteed a spot in the Guide (if you are invited to participate). Those not invited will be refunded the booth fee, but not the application fee. Please note: if you have participated as an Idaho Guest Artist for two consecutive years, you can opt out of jurying. In that case, send only one new image that you want used in the Festival Guide. If you want to opt out of jurying, check below:

Returning Idaho Guest Artists: if you wish to opt out of jurying, check here  to certify that you have been a Ketchum Arts Festival Idaho Guest Artist for the last two consecutive years (2019 and 2020) and you want to opt out of jurying for 2021.