

**Information for Filling in Your Application to the
13th Annual KETCHUM ARTS FESTIVAL
July 13, July 14 & 15 Friday, Saturday and Sunday 10:00 a.m.-6:00 p.m.**

Applications must be sent by U.S. mail and postmarked *on or before March 15, 2012* for you to request a specific booth and for your information and work to be included in the Festival Guide. (If the Festival is full before this, Locals and Former Locals will be put on a wait list, and guest applications will be returned.)

Note: If you participated in the 2010 or 2011 Festival and submitted a Certificate of Residency, Process Statement, and your state tax I.D. number, you do not need to resubmit these. We have them on file.

1. ENTRY GUIDELINES

Artists must be present in their booths on all three days of the Festival. Assistants are welcome, but commercial agents, representatives, dealers, or hired salespeople may not replace the artist's presence at the Festival. If you cannot be present, do not apply. Work must be original, designed by the artist. Work made from kits is not eligible.

2. ARTIST SELECTION

~~ *Local and Former Local artists* are not juried. Idaho Guest artists are juried each time they apply based on 5 images of their artwork and 1 of their booth, submitted on a cd with their application. (See "Application Checklist, 3. Images, p. 7 for file type and size.)

~~A limited number of *Idaho Guest artists* will be invited to the Festival. Guests are juried each time they apply. Acceptance will depend upon the quality of the artist's work, the work's uniqueness when compared to the offerings of local artists, and the willingness of the artist to publicize our Festival. (Last year several Idaho Guest artists submitted press releases [See "How to Write a Press Release," attached to this e-mail or available at www.ketchumartsfestival.com] to their local newspapers. This increased attendance from their areas. These artists are at the top of our list for acceptance of Idaho Guest artists this year.)

3. DEFINITIONS: LOCAL, FORMER LOCAL, IDAHO GUEST, OUT OF STATE

~~This is a Local (Blaine County residents) art fair. The Ketchum Arts Festival reserves the right to invite a small, select group of Idaho artists who do not live in Blaine County depending on local participation and diversity. **Out of state residents, except for Former Locals, are not eligible for this Festival.**

~~LOCAL:

If you are a **Local** (You live in Blaine County.), please fill out and return the attached Certificate of Residency. Please note that you will be asked to fill in this certificate only once. We will keep your certificate on file for future reference. Should you move away, you may apply as a Former Local. Locals and Former Locals are not juried. If you choose not to submit a certificate, please apply as an Idaho Guest artist. If you submitted a Certificate of Residency in 2010 or 2011, disregard this; we have it on file.

~~FORMER LOCAL:

If you are a **Former Local** (You lived in Blaine County **and participated in Ketchum Arts Festivals while you lived here**), you may apply as a Former Local. Former Locals are not juried. We have records of past participants, so you do not need to submit proof of former residency.

~~IDAHO GUEST:

Artists are considered Idaho Guests if they are Idaho artists who do not reside in Blaine County, Idaho, and are not a Former Local. Guest artists are juried each time they apply.

~~OUT OF STATE:

Artists who are not Idaho residents, except for Former Locals, **are not eligible for this Festival**. Applications from out of state artists will be returned, except for the application fee, which will be used to cover postage and administrative fees for processing the application.

4. FEES

- 1) Application fee--*non refundable*--\$35.00 per artist or business **postmarked on or before March 15, 2012**. Locals and Former Locals, **\$70.00 per artist or business postmarked March 16, 2012, or later**. Idaho Guest artists may not apply after the March 15 deadline. See also Booth Fees, next page.

NOTE: Artists whose applications are postmarked on or before March 15 may request their booth space. Their contact information and a photo of their work will be included in the Festival Guide, which is distributed at and prior to the Festival and posted on our website.

If your application is postmarked after March 15, you may not request your booth space, and you will not be included in the Festival Guide. No exceptions, so please don't ask. A list of late applicants by booth number will be available at the Information Booth for Festival patrons.

- 2) Refunds--Idaho Guests' booth fees will be refunded if the artists are not accepted. Local, Former Local, and Idaho Guest artists who cancel on or before April 30 will receive a refund of their booth fee.

No refunds after April 30. If you do not agree with this policy, please do not apply to the festival.

Note: We do not supply tents. You will need a 10x10 or 10x20 tent, depending on the space you choose. The most popular 10x10 tents are EZ UP and Canopy tents. (Most artists choose to also use sidewalls, which are accessories.) You can also use canopies available at Costco, Wal-Mart, or online through Amazon.com, or google "discount tents" to look for other sources.

Booths must be staked to survive 60 mile per hour winds.

BOOTH OPTIONS and FEES--Please read the following carefully and choose the booth option that applies to you:

~~Option 1: 10x10 booth, \$250 postmarked by March 15

\$300 postmarked March 16 or after

For one artist OR for two artists with one business entering as a business. This option provides one listing and one photograph in the Festival Guide for those who apply by March 15.

~~Option 2: 10x10 booth, shared (maximum of 2 artists),

\$350 postmarked by March 15

\$400 postmarked March 16 or after

For two different artists OR for two artists with one business who want separate listings in the Festival Guide. This option provides two listings and two photographs in the Festival Guide for those who apply by March 15.

~~Option 3: 10x20 booth, \$400 postmarked by March 15,

\$450 postmarked March 16 or after

For one artist OR for two artists with one business entering as a business. This option provides one listing and one photograph in the Festival Guide for those who apply by March 15.

~~Option 4: 10x20 booth, shared \$450 postmarked by March 15

\$500 postmarked March 16 or after

For two different artists OR two artists with one business OR for more than two artists per booth. This option provides two listings and two photos in the Festival Guide for booths with two artists and one business listing and one photo for booths with more than two artists for those who apply by March 15.

IMPORTANT DATES:

March 15 ~Application deadline. Idaho Guest artists may not apply after March 15. If the Festival is full before this, Guest applications will be returned as they arrive. Locals and Former Locals: If the Festival is full before this, you will be put on a wait list. Local and Former Locals whose applications are postmarked March 16 or later must pay increased application and booth fees, may not request a specific booth space and will not be included in the Festival Guide.

April 15~Acceptance notification e-mailed to Idaho Guest artists; welcome letter e-mailed to Local and Former Local artists

April 30~No refunds after this date. Do not apply if you do not agree.

July 12, Thursday~Booth setup noon-8p.m. NO SETUP ON FRIDAY.

July 13-15, 10 a.m.-6 p.m~Festival dates and times.

Incomplete applications will not be considered. (See Application Checklist, pp. 7-8.) We cannot accept postdated checks or partial payment.

Questions? E-mail Ketchum_Arts_Festival@yahoo.com or phone 208.725.4090.

Mail Application to P.O. Box 3849, Ketchum, ID 83340

No email delivery or hand delivery.

13th ANNUAL KETCHUM ARTS FESTIVAL (2012) APPLICATION

See "Information for Filling in Your Application to the 13th Annual Ketchum Arts Festival," either attached to this e-mail or available in .PDF form for viewing and printing at www.KetchumArtsFestival.com. Mail to PO Box 3849, Ketchum, ID 83340

Please give your contact information exactly as you want it to appear in the Festival Guide.

SECTION 1: If you pay for one listing and one photo in the Guide (Booth options 1, 3 and option 4 with multiple artists), fill in Section 1 only. If you pay for 2 listings and 2 photos in the Guide (Booth options 2 and 4 with two artists), also fill in Section 2. See "Application Information, p. 3," for a description of booth options.)

Name (or contact name for business) _____

Business Name, if applicable _____

Mailing address _____

PO Box or Street City State Zip Code

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 on July 12. If you submitted this information since 2010, leave blank. We have it.

Your e-mail address will not be shared with anyone, unless you want it listed in the Guide. **Important! This is how we keep in touch with you.** Give an address that you check frequently. If your e-mail address changes, please send the new one to us at ketchum_arts_festival@yahoo.com with your name and the words "address change" in the subject line.

Please give one e-mail address only _____

Check one: List this e-mail in the Guide **yes** **no**

You may choose to list **either** your e-mail address **or** your web address in the Guide.

Website, if applicable _____

Check one: List this website in the Guide **yes** **no**

Give one phone number with area code
_____-_____-_____

Check here if you do not want the phone number listed in the Guide _____

Category: _____

ceramics, clothing, drawing, fiber, furniture, glass, jewelry, metal, mixed media, painting, photography, sculpture, watercolor, wood

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**Note: We limit our emails so you won't be bothered, but it is important that you check for messages from us at least twice a month March-July. We reserve our email address for KAF business. No face book invitations or other superfluous emails, please.**

**SECTION 2:** If you pay for **two listings and two photos** in the Guide, please fill in this section for the second artist. Fill this in even if applying after March 15. Otherwise, leave this blank.

**Name (or contact name for business)** \_\_\_\_\_

**Business Name, if applicable** \_\_\_\_\_

**Mailing address** \_\_\_\_\_

**PO Box or Street** \_\_\_\_\_ **City** \_\_\_\_\_ **State Zip Code** \_\_\_\_\_

**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 on July 12. If you submitted this since 2010, leave blank. We have it on file.

Your e-mail address will not be shared with anyone, unless you want it listed in the Guide. Important! This is how we keep in touch with you. Give an address that you check frequently. If your e-mail address changes, please send the new one to us at [ketchum\\_arts\\_festival@yahoo.com](mailto:ketchum_arts_festival@yahoo.com) with your name and the words "address change" in the subject line.

**Please give one e-mail address only** \_\_\_\_\_

**Check one: List this e-mail in the Guide**  **yes**  **no**

You may choose to list **either** your e-mail address **or** your web address in the Guide.

**Website, if applicable** \_\_\_\_\_

**Check one: List this website in the Guide**  **yes**  **no**

**Give one phone number with area code**

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Check here if you do not want your phone number listed in the Guide**

**Category:** \_\_\_\_\_

ceramics, clothing, drawing, fiber, furniture, glass, jewelry, metal, mixed media, painting, photography, sculpture, watercolor, wood

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SECTION 3: All artists with applications postmarked on or before March 15, please fill in this booth requirements section.

SPECIAL BOOTH REQUIREMENTS (We'll do our best, but no guarantees. . .)
See www.ketchumartsfestival.com, for a map of the 2012 layout. **NOTE: The layout is similar to last year's, but the numbering system has changed. Please note that medium is taken into consideration in assigning booths to avoid clusters of the same medium on a given row.**

Booth request numbers listed here will be taken from the 2012 map. "Same as last year" will be given booth location from 2011 with new number. Priority for specific location will be given to artists from last year who request the same booth space and whose completed application is postmarked March 15 or before.

Note: Electricity is not available for artists' booths. **Do not list more than 3 booth numbers** in your request.

SECTION 4: ARTIST CONTRACT and CELL PHONE NUMBER—

At check in, you will be required to sign a hold harmless agreement. See www.ketchumartsfestival.com for a copy. If you cannot sign it, please do not apply. You will be asked for a phone number where you can be reached after hours in case of an emergency such as the high winds that blew over booths in 2011.

Air force discount:

Last year, we began coordinating with Mt. Home Air Force Base so that artists who wanted to could give a discount to a group of Airmen and their families that came as a group to the Festival on Saturday. If you would like to participate in giving a discount for the 2012 Festival, please fill in the information below:

I would like to give a discount to the group from Mt. Home Air Force Base.
Check applicable discount. If nothing is checked, we will not include you on the discount list.

10% 15% 20% Other: _____

MAIL TO: P.O. BOX 3849, KETCHUM, ID. 83340

Please do not send your application by email. Please do not hand deliver to Taylormade Pottery

APPLICATION CHECKLIST— Please complete the application checklist on the next two pages and include it with your application.

We cannot accept post-dated checks. Your application is not complete without a check for the application and booth fees. We deposit the checks when we receive them.

1. APPLICATION FEE, non-refundable

___ \$35.00 (for those with one listing and one photo in the Festival Guide--booth options 1 and 3; 4 with more than two artists. See p. 3 Application Information.) **\$70 for applications postmarked after March 15.**

___ \$70.00 (for those with two listings and two photos in the Festival Guide--booth options 2 and 4 with two artists. See p. 3, Application Information.) **\$140 for applications postmarked after March 15.**

IMPORTANT: Make checks payable to Ketchum Arts Festival. You may use one check for your booth and application fee.

2. BOOTH FEE, due with this application. If the booth is shared use one application and one check.

___) \$250 for option 1 (10'x10'--one listing and one photo) **\$300 postmarked after March 15, no listing in Festival Guide**

___) \$350 for option 2 , (shared 10'x10' or one business with two listings and two photos) **\$400 postmarked after March 15, no listing in Festival Guide**

___) \$400 for option 3 (10'x20'--one listing and one photo) **\$450 postmarked after March 15, no listing in Festival Guide**

___) \$450 for option 4 (shared 10'x20'--two listings and two photos for two artists or one business listing an one photo for more than two artists) **\$500 postmarked after March 15, no listing in Festival Guide**

3. IMAGES: Skip this section if application is postmarked after March 15. (Preferred format file type .jpg, 300 d.p.i., minimum file size 900 pixels in width or height, 3" in width or height, 56.6Kbps. Larger than this will also work well.)

The image should be of your work, including no people unless your art is wearable and no text, unless the text is a signature or part of the work.

Note—we cannot accept prints. Take your prints to a Local photo shop to be scanned and transferred to a cd. Include this with your application. (See p. 1 for definitions of Local, Former Local and Idaho Guest artists.)

Idaho Guests: five images of artwork and one of booth for our jury on a CD enclosed with this application, labeled on cd cover *and* cd with your name,

not business name. On cd cover, Indicate which artwork you want in the Guide, or cd cover "Use my image from last year's Guide."

Locals and Former Locals: 1 image of artwork for options 1, 3, (and 4 with more than two artists); 2 images for options 2 and 4 with two artists, or check "Use my image from last year's Guide."

~~**Locals and Former Locals**, choose one image for the Festival Guide and check below. If there will be more than one listing in the Festival Guide, indicate which each artist wants.

Either

_____) Use my image from last year's Guide.

Name _____

Name _____

Or

_____) I am submitting a cd **with one image** for the Guide with this application.
LABEL THE CD and CD COVER WITH YOUR NAME, NOT YOUR BUSINESS'S NAME.

Name _____

Name _____

Or

_____) I will send an image by email. It is essential that emailed images be sent **immediately** to ketchum_arts_festival@yahoo.com with your name in the subject line. **Please send only one image per artist. Give your name, not your business's name in the email subject line.**

Name _____

Name _____

Note: **If you use a mailing or printing program and choose "send" or "attach to e-mail," the image will be less than 300 d.p.i.—too small for use in the Guide.** If you don't know what 300 d.p.i. means, take a print of your work to a photo shop and ask them to scan it to a cd (Preferred format file type .jpg, 300 d.p.i., minimum file size 900 pixels in width or height, 3" in width or height, 56.6Kbps. Larger than this will also work well.) Include the cd with this application.

If you did not submit these in 2010 or 2011:

_____) **4. ATTACHED PROCESS QUESTIONNAIRE(S)** (See "Information for Filling in Your Application." p. 1, Entry Guidelines, 1st paragraph.)

_____) **5. ATTACHED CERTIFICATE OF RESIDENCY, if you are applying as a Local artist** (See "Information for Filling in Your Application," p. 1, Local.)

____)6. **IDAHO SELLER'S PERMIT for State of Idaho sales tax**

Copy of Idaho Seller's Permit. If you do not have one, a temporary permit will be given to you at check in.

**Questions: PO Box 3849, Ketchum, ID 83340 Phone 208.725.4090,
or e-mail ketchum_arts_festival@yahoo.com.**