

IDAHO GUEST APPLICATION
Information for Filling in Your Application to the
14th Annual KETCHUM ARTS FESTIVAL
July 12, 13 AND 14 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, 2013, or they will be returned.*

Notice to jewelers –we welcome your application, however please note that we usually receive our quota of jewelers from local artists. Due to our commitment to all forms of art we have to limit the number of booths we offer to any particular art form.

Artists accepted in another medium may not sell jewelry at KAF.

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

~~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: Guests are invited to round out the Festival with offerings not produced by locals. PLEASE DO NOT APPLY if you are a jeweler who is not a gemologist or does not use casting, forging or other complex techniques.

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.

4. FEES

- 1) Application fee--*non refundable*--\$35.00 per artist or business. Sun Valley also requires a tax permit for \$10.
- 2) Refunds--Idaho Guests' booth fees will be refunded if the artists are not accepted. 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.

BOOTH OPTIONS and FEES--Please read the following carefully and choose the booth option that applies to you: (An additional \$10 fee for a tax permit from Sun Valley is required—Ketchum Arts Festival does not collect this fee.)

~~Option 1: 10x10 booth, \$250

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.

~~Option 2: 10x10 booth, shared (maximum of 2 artists), \$350

For two different artists OR for two artists with one business who want separate listings in the Festival Guide.

~~Option 3: 10x20 booth, \$400

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.

~~Option 4: 10x20 booth, shared \$450.

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.

IMPORTANT DATES:

March 15 ~Application deadline.

April 15~Acceptance notification e-mailed to Idaho Guest artists.

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

July 11, Thursday~Booth setup noon-8p.m.

July 12-14, 10 a.m.-6 p.m~Festival dates and times.

Incomplete applications will not be considered. (See Application Checklist, last pages of the application. We cannot accept postdated checks or partial payment. No e-mail; postal delivery only.

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

Mail Application (pp. 4-7) to:

Ketchum Arts Festival

P.O. Box 3849

Ketchum, ID 83340

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.

Notice to jewelers –we welcome your application, however please note that we usually receive our quota of jewelers from local artists. Due to our commitment to all forms of art we have to limit the number of booths we offer to any particular art form.

Artists accepted in another medium may not sell jewelery at KAF.

14th ANNUAL KETCHUM ARTS FESTIVAL (2013) APPLICATION

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. 2," for a description of booth options.)

Print 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 (mixed media means using more than one medium in the same work), 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 (mixed media means using more than one medium in the same work), painting, photography, sculpture, watercolor, wood

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SECTION 3: 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 This layout will be used. **Please note that medium is taken into consideration in assigning booths to avoid clusters of the same medium on a given row.**

Priority for specific location will be given to artists from last year who request the same booth space. If you request to be moved to a booth requested by a last year artist wanting the same space and do not indicate "or same as last year," below, we will move you as close to the new requested booth as we can, but your last year's booth will not be available for you.

Note: Electricity is not available for artists' booths. **You may list up to 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.

APPLICATION CHECKLIST— Please complete the following application checklist 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)
- \$70.00 (for those with two listings and two photos in the Festival Guide)

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

- \$250 for option 1 (10'x10'--one listing and one photo)
- \$350 for option 2 , (shared 10'x10' or one business with two listings and two photos)
- \$400 for option 3 (10'x20'--one listing and one photo)
- \$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)

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

3. IMAGES:

The images 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.

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 write “Use my image from last year’s Guide.” Please do not make us hunt through folders for your images—include only 5 total images on the cd. Use the following specifications:

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 for an earlier Festival.

____) 4. ATTACHED PROCESS QUESTIONNAIRE(S)

____)5. 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.**

MAIL applicable pages from pp. 4-7 TO:
Ketchum Arts Festival
P.O. BOX 3849, KETCHUM, ID. 83340
Please do not send your application by email.

For a tax permit from the City of Sun Valley phone 208-622-4438 to request a temporary tax permit for the Ketchum Arts Festival. We will also email you a Sun Valley Tax permit request right before the Festival.