

## LOCAL AND FORMER LOCAL 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* 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)

#### 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.

#### 3. DEFINITIONS: LOCAL, FORMER LOCAL

~~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, unless you have done so in the past. We will keep your certificate on file for future reference. Should you move away, you may apply as a Former Local. If you choose not to submit a certificate, please apply as an Idaho Guest artist.

~~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.

**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.**

## 4. FEES

- 1) Application fee--*non refundable*--\$35.00 per artist or business **postmarked on or before March 15, 2013. \$70.00 per artist or business postmarked March 16, 2013, or later.**

***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 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.

- 2) Refunds-- Artists who cancel on or before April 30 will receive a refund of their booth fee. The application fee is not refundable.

**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.**

**IMPORTANT DATES:**

**March 15 ~Application deadline.** If the Festival is full before this, you will be put on a wait list. Artists 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~Welcome letter e-mailed to 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. Fill in and return the Application Checklist, last pages of the application. We cannot accept postdated checks or partial payment.**

**Questions? E-mail [Ketchum\\_Arts\\_Festival@yahoo.com](mailto:Ketchum_Arts_Festival@yahoo.com) or phone 208.725.4090.**

**Mail Application (pp. 4-8) to P.O. Box 3849, Ketchum, ID 83340**

**No email delivery or hand delivery. Application begins on the next page.**

# 14<sup>th</sup> 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. 3," 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](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 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: 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](http://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.**

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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](http://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, submit with 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.**

**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) **\$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**

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

**3. IMAGES: Submit one or two images depending on the booth option you've chosen. Skip this section if application is postmarked after March 15.**

***The image(s) 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.)

**Either**

\_\_\_\_\_) Use my image from last year's Guide.

Name (s) \_\_\_\_\_

**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 (s) \_\_\_\_\_

**Or**

\_\_\_\_\_) I will send an image by email. It is essential that emailed images be sent **by March 15** to [ketchum\\_arts\\_festival@yahoo.com](mailto: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(s) \_\_\_\_\_

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**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.

***Each artist must submit the following if you did not submit these for an earlier Festival.***

\_\_\_\_) 4. ATTACHED PROCESS QUESTIONNAIRE if you have not submitted one in the past.

\_\_\_\_) 5. ATTACHED CERTIFICATE OF RESIDENCY, if you have not submitted one in the past.

\_\_\_\_) 6. IDAHO SELLER'S PERMIT for State of Idaho sales tax  
Copy of Idaho Seller's Permit, if you have not submitted one in the past. 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 TO applicable pages from p.4-p.8 to:  
Ketchum Arts Festival  
P.O. BOX 3849  
KETCHUM, ID. 83340

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

**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.**