



**Welcome to the Newport Beach Arts Foundation's  
13<sup>th</sup> Annual  
Art in the Park**  
Saturday, October 15, 2016  
The Civic Green  
100 Civic Center Drive, Newport Beach CA 92660

The Newport Beach Arts Foundation thanks all our artists and volunteers for the great success of the 2015 Art in the Park. We had over 100 talented artists and artisans from Orange County and Southern California showing and selling their art on the Civic Green, and over 1,200 visitors. The Civic Green is a beautiful location close to Fashion Island and surrounded by the award winning Newport Beach City Hall, Central Library, and Civic Center Park Exhibition. We hope you will join us this year.

**Application Process and Requirements** A completed application for submission must include these 4 items:

1. Completed application form (see p. 4). Include your Seller's Permit Number, Check Number and space donation amount where indicated on the form
2. A **copy** of your original California Seller's permit. **(Do not send the original.)**
3. A **check** made out to: Newport Beach Arts Foundation

**The Newport Beach Arts Foundation is a nonprofit 501(c)(3). Art in the Park is our principal fund raising event. Space fees are as follows:**

- **\$95** One vendor per 10' x 10' booth
  - **\$145** Two vendors occupying one 10' x 10' booth
  - **\$165** One vendor occupies **two** booth spaces 10' x 20'
  - **Add \$5** to your donation if we are processing your credit card sales.
4. Email 3 digital photos to representing your work the same day you mail in your application. Send to: [artintheparknb@gmail.com](mailto:artintheparknb@gmail.com). Each digital image must include: your name, title of each piece and contact phone number. **Digital image dimensions:** 600 pixels widest, 72dpi **Image format:** jpg.

Returning artists must submit at least one digital image of recent work to be used on Art in the Park website Artists' Page and for advertising.

**Send completed application, copy of BOE permit, and check to**

**Newport Beach Arts Foundation  
P.O. Box 11325  
Newport Beach, CA 92658**

**NO APPLICATIONS WILL BE ACCEPTED, REVIEWED, OR PROCESSED AFTER AUGUST 20.**  
Space is allocated in the order the application was received.

[www.newportbeachartinthepark.com](http://www.newportbeachartinthepark.com) ♦ [www.facebook.com/newportbeachartinthepark](http://www.facebook.com/newportbeachartinthepark)



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### Application Process and Requirements (continued)

**5. All artwork must be original and produced by the artist.** Reproductions of an artist's original work may be exhibited but must not represent more than 50% of the items for sale in the booth. Reproductions must be labeled as reproductions or limited editions. Submissions will be determined by originality. Digital painting must be identified as digitally constructed.

**6. All vendors are required to have a valid Sales and Use tax number issued by the California Board of Equalization, otherwise described as a Seller's Permit.** Information can be found on the State Board of Equalization website: [www.boe.ca.gov](http://www.boe.ca.gov). **Note: The City of Newport Beach requires art vendors to purchase a city business license if \$1000 or more of artwork or merchandise is sold.** For more information or clarification, please contact the City of Newport Beach, Revenue Division: RevenueHelp@newportbeachca.gov or phone: 949-644-3141

Volunteers and new members are welcome additions at any time. If you are interested in joining the Newport Beach Arts Foundation, please contact us at [newporbeachartsfoundation@gmail.com](mailto:newporbeachartsfoundation@gmail.com). If you can, please assist us with your talent and time in getting the word out about Art in the Park. Below is a list of areas in which we could use your talents:

- Distribution of Fliers, Posters and Banners
- Graphic Design

### Important Dates:

**August 20** **Deadline** for applications, check for space donation, CA BOE sellers permit, and digital examples of your work to be **RECEIVED**:

**Newport Beach Arts Foundation**

**P.O. Box 11325**

**Newport Beach, CA 92658**

**Digital examples of work must be sent to: [artintheparknb@gmail.com](mailto:artintheparknb@gmail.com)**

**September 9** 5:30-7:30 – Participant Orientation Meeting. Your or your representative are encouraged to attend. You will be given final instructions for the day of the event, booth number and location, and a site map. Additionally, you will receive rack cards, small posters, and postcards.

**October 15** 7:00 am – Set Up 4:00 pm – Event Closes  
10:00 am – Opening 6:00 pm – Completion of Take Down

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### ARTIST AND ARTISAN SET UP INSTRUCTIONS

- **All display items MUST be contained within the 10'x10' space requirements. Please note: This is not negotiable. If applicable, this included your pop-up tents, umbrellas, and tables.**
- All vendors are responsible for providing their own display equipment such as: Pop-up tent, stand alone screens, tables, chairs, umbrellas, easels and/or other support required to show their work.
- Assigned booth areas may be on the grass or cement. We cannot always honor your preference. But we try to accommodate the artists as best we can. Booth areas are assigned on a "first come, first served" basis, according to when your application was received, processed and accepted.
- Electrical power and Wi-Fi are NOT AVAILABLE at this site.

### PROCEDURES FOR SET UP AND TAKE DOWN

- Arrival and set up 7:00 A.M. to 9:30 A.M.
- Location: The Civic Green, 100 Civic Center Drive, Newport Beach, CA 92660
- Once unloading has been completed, RE-PARK YOUR VEHICLE ON THE UPPER LEVEL OF THE PARKING STRUCTURE. NOTE: THERE ARE HEIGHT LIMITS TO ENTER THE STRUCTURE.
- Be ready to sell at 10:00 a.m. until 4:00 p.m.
- This event will take place rain or shine. No Refunds.

### PUBLICITY

- The NBAF will provide publicity for the event in newspapers, appropriate magazines, internet sites such as Facebook, fliers as postings and handouts, and there will be large banners placed in strategic areas in the community.
- NBAF also maintains its own email list and will contact our former patrons of this event.
- All artists will receive an electronic flier that can be forwarded to customers and friends.

**Your input is important to us. Any suggestions to add to the success of the Newport Beach Art in the Park are valued.**

**For further information and inquiries, please contact:**

**[artintheparknb@gmail.com](mailto:artintheparknb@gmail.com)**

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Newport Beach Arts Foundation  
**Art in the Park**  
October 15, 2016 10am to 4pm  
APPLICATION

Date Received \_\_\_\_\_  
Date Confirmed \_\_\_\_\_  
Deposit Amount \_\_\_\_\_  
Deposit Date \_\_\_\_\_  
Final Letter \_\_\_\_\_

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email address: \_\_\_\_\_

Website: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**MEDIUM TO BE SHOWN: (i.e. Oil Painting; Sculpture; Photography; Ceramics; Jewelry; Textiles; etc.)**

**CHECK THE TYPE OF OVERHEAD PROTECTION OF BOOTH AREA, IF ANY, THAT YOU WILL BE USING.**

10' X 10' pop-up/ E-Z Up/ tent  Umbrella  No Overhead Equipment

**COMPLIANCE AGREEMENT**

I have read and understand the "Art in the Park" information, policies, and guidelines. I agree to abide by the rules stated. I further understand that the Newport Beach Arts Foundation and their representatives are not responsible for or liable for damages including, but not limited to, loss suffered before, during or after the "Art in the Park" event as a result of the display of my work, equipment, or materials. I design all work I display. It is handmade and not produced in another country for retail or wholesale. I understand that there are no refunds for any reason including inclement weather.

SIGN \_\_\_\_\_ DATE \_\_\_\_\_

NBAF Booth Fee (See page 1 for booth fees and sizes)  \$95  \$145  \$165  \$5 credit card processing

**ALL APPLICATIONS MUST BE RECEIVED BY SATURDAY, AUGUST 20, 2016**

Send your check, completed application, **COPY** of your State Board of Equalization Permit to:

NEWPORT BEACH ARTS FOUNDATION

PO BOX 11325

NEWPORT BEACH, CA 92658

IN BOXES WRITE: YOUR CHECK NUMBER

YOUR PERMIT NUMBER

If you have any questions, please contact: [artintheparknb@gmail.com](mailto:artintheparknb@gmail.com)