

14<sup>th</sup> Annual  
**Art in the Park**  
Saturday, October 14, 2017

Newport Beach Civic Green  
100 Civic Center Drive  
Newport Beach, CA 92660

**The Newport Beach Arts Foundation  
invites artists and artisans in Southern California  
to participate in the 2017 Art in the Park.**

The Civic Green is a beautiful location surrounded by the award-winning Newport Beach City Hall, Central Library and Civic Center Park Exhibition. Last year, more than 100 artists and 1,400 visitors participated, and we hope you will join us this year.

**Application Process and Requirements**

1. A complete application for submission must include these four items:
  - a. **A completed Application Form** (see p. 4). (Be sure to include your Seller's Permit number, check number and space donation amount where indicated on the form.)
  - b. **A copy of your original California Seller's permit**, known as the BOE Permit. (**Do not send the original.**)
  - c. **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:
    - **\$115** One vendor per 10' x 10' booth
    - **\$165** Two vendors occupying one 10' x 10' booth
    - **\$185** One vendor occupying **two** booth spaces 10' x 20'
    - **Add \$5** to your donation if we are processing your credit card sales.
  - d. **Digital images**: *On the same day that you mail in your application*, email digital photos that represent your work to: [artintheparknb@gmail.com](mailto:artintheparknb@gmail.com). Each digital image must include: Your name, title of the piece and contact phone number. Digital image dimensions: 600 pixels widest, 72 dpi. Images must be in jpeg format.

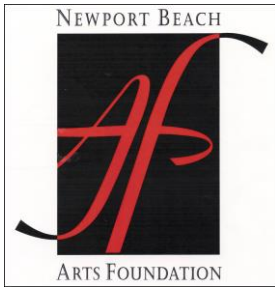
NEW ARTISTS must submit three images; RETURNING ARTISTS must submit at least one image of recent work.

2. Mail completed application, copy of BOE permit, and check to:

Newport Beach Arts Foundation  
c/o Dinwiddie Events  
1048 Irvine Avenue #439  
Newport Beach, CA 92660

***Applications must be postmarked on or before Friday, August 18,  
and must be received by Tuesday, August 22, 2017.***

**[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)**

3. **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.

4. All vendors are required to have a **valid Sales and Use tax number issued by the California Board of Equalization (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 \$3,800 or more of artwork or merchandise is sold anywhere in the City within a 12-month period. For more information or clarification, please contact the City of Newport Beach, Revenue Division: Email [RevenueHelp@newportbeachca.gov](mailto:RevenueHelp@newportbeachca.gov) or phone 949.644.3141.*

**Selection Process**

All work submitted will be judged and you will be notified if your work is accepted. Once work is accepted, space will be assigned in the order that the applications are received. If your work is not accepted, your check will be returned after August 21. Applications will not be considered if postmarked after August 18. As much as we would like to include all submissions, we have limited space available.

**Important Dates**

**Friday, August 18** – Deadline for applications to be *postmarked*.

**Tuesday, August 22** – Deadline for applications to be *received*

**Thursday, September 14** -- 5:30 – 6:30 pm – Participants Orientation Meeting. You, 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 promotional materials to distribute.

**Saturday, October 14** – Event Day -- 10:00 am – 4:00 pm

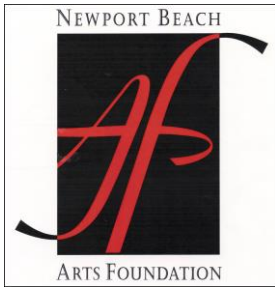
**Foundation Volunteers and Membership**

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 [newportbeachartsfoundation@gmail.com](mailto:newportbeachartsfoundation@gmail.com).

We welcome your assistance in publicizing Art in the Park. Please let us know if you can help with:

- Distribution of flyers, rack cards and posters       Graphic Design

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**General Information**

1. **Display equipment.** All artists are responsible for providing all of their own display equipment, including pop-up tents, umbrellas, tables and chairs, stand-alone screens, easels, and/or other supports needed to display artwork. All of these items **MUST** be contained within your 10'x10' space assignment. *No exceptions.*
2. **Booth assignments.** Assigned booth areas may be on the grass or cement. Booth spaces are assigned on a "first-come, first-served" basis, according to when your application was received, processed and accepted. Returning artists will be given priority in booth assignments. We will try to accommodate requests but cannot guarantee that we will be able to honor your preference.
3. **Electrical power and Wi-Fi.** Not available at this site.
4. **Schedule.** Arrival and set up 7:00 - 9:30 am. Event hours 10:00 am – 4:00 pm. Take down must be completed by 6:00 pm. In order to maintain a professional appearance and attractive atmosphere at the event, all booths must remain open for the entire event, until 4 pm.
5. **Unloading and parking.** Free parking is available in the adjacent structure. You can park **TEMPORARILY** on the ground level of the structure to unload, **BUT ONCE UNLOADING IS COMPLETED, YOU WILL NEED TO RE-PARK YOUR VEHICLE ON THE UPPER LEVEL OF THE STRUCTURE. Please note that there is a height restriction in this structure. If your vehicle exceeds the height limit, you will not be able to enter the structure. However, you will be allowed to unload in the open area outside the parking structure.** After unloading, you will have to move your vehicle and park in the surface lot at the Central Library.
6. **This is a rain or shine event. No refunds.**

**Publicity**

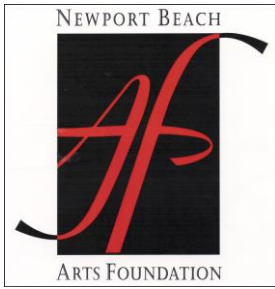
The Newport Beach Arts Foundation will promote this event in newspapers, appropriate magazines, social media sites such as Facebook and printed materials. Large banners will be placed in strategic areas in the community. The Foundation maintains its own email list and will contact our former patrons 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 Art in the Park are valued.

**Contact**

**Janis Dinwiddie, Dinwiddie Events LLC**  
**Show Coordinator**  
**949.548.2411 office ♦ 949.244.0642 cell**  
**artintheparknb@gmail.com**

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



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**Artist Application**

Full Name \_\_\_\_\_

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

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Medium to be shown (i.e., painting, sculpture, photography, ceramics, jewelry, textiles, etc.):  
\_\_\_\_\_

Indicate the type of overhead protection of booth area, if any, that you will be using:

10' X 10' pop-up or EZ-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.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

Booth Fee (See page 1 for booth fees and sizes)  \$115  \$165  \$185  \$5 credit card processing

Indicate your check number: \_\_\_\_\_ Your Seller's Permit number: \_\_\_\_\_

Mail completed application, copy of BOE permit, and check to:

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c/o Dinwiddie Events, LLC  
1048 Irvine Avenue #439  
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**Applications must be postmarked on or before Friday, August 18, and must be received by Tuesday, August 22, 2017.**

OFFICE USE: Date Postmarked \_\_\_\_\_ Date Confirmed \_\_\_\_\_ Deposit Amount \_\_\_\_\_ Deposit Date \_\_\_\_\_

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