



# 17th *Art in the Park*

**Saturday, October 22, 2022**  
On the Civic Green  
100 Civic Center Drive, Newport Beach

## Artist Information Sheet

***The Newport Beach Arts Foundation invites fine artists and artisans to apply to participate in Art in the Park***

- Featuring more than 120 artists and attracting more than 1,800 visitors
- Located on the Green at the award-winning Newport Beach Civic Center

## Application Process and Requirements

1. A complete application for submission must include these four items:
  - a. **A completed Application Form:** This must include Seller's Permit number, check number (if applicable) and space fee amount where indicated on the form.
  - b. **California Seller's permit:** Information can be found at the California Department of Tax and Fee Administration. The CDTFA website is: [onlineservices.cdtfa.ca.gov](http://onlineservices.cdtfa.ca.gov).
  - c. **Payment: Online at [newportbeachartsfoundation.org](http://newportbeachartsfoundation.org) OR mail check payable to Newport Beach Arts Foundation, P.O. Box 11325 Newport Beach, CA 92658.**

### **Space Fees:**

- **\$125** One vendor at a 6' table indoors, **inside** the Community Room.
  - **\$150** One artist per 10' x 10' outdoor space
  - **\$200** Two artists occupying one 10' x 10' outdoor space
  - **\$250** One artist occupying one double outdoor space -- 10' x 20'
- d. **Digital images:** On the same day that the application is submitted, applicant must send an email with 3 clean, high-resolution JPG images that represent recent work to: [artintheparknb@gmail.com](mailto:artintheparknb@gmail.com). Images should not contain any text and must be high-resolution jpegs (minimum of 300 dpi or 1000x1000pixels).

The cover email must include: Artist's name, title of the piece, contact phone number, and email address.

2. **Completed applications must be submitted by Wednesday, August 31.** See Selection Process below.
3. **Permits:** All artists are required to have a **valid Sales and Use Tax number** issued free of charge by the California Department of Tax and Fee Administration. Information can be found on the CDTFA website: [onlineservices.cdtfa.ca.gov](http://onlineservices.cdtfa.ca.gov)

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, please contact the City of Newport Beach, Revenue Division: Email [RevenueHelp@newportbeachca.gov](mailto:RevenueHelp@newportbeachca.gov) or phone 949.644.3141.

4. **Sales of artworks.** Artists are responsible for their own sales.

**Credit card processing:** Artists who are not able to accept credit card payments may request that the Newport Beach Arts Foundation collect and process their credit card sales at the event. Arrangements must be made in advance, and a 4% processing fee will be charged on all such sales. Payment to the artists will be made by check within 30 days of the event; **no payment will be made on-site.**

### **Selection Process**

All work submitted will be judged, and artists will be notified within 3 weeks if work is accepted. If work is not accepted, the application fee will be refunded in full.

All artwork must be original and produced by the participating artist. Reproductions of an artist's original work may be exhibited but must not represent more than 50% of the items for sale. Reproductions must be labeled as reproductions or limited editions. Digital painting must be identified as digitally constructed. Artists must be 18 years or older to participate.

### **Important Dates**

**Wednesday, August 31** – Deadline for applications to be postmarked.

**Monday, October 3** -- 5:00 – 7:00 pm – Artists Orientation, Newport Beach Central Library.

All artists (new and returning) are encouraged to attend, to receive final instruction packets for the day of the event, space number and location, and a site map, as well as promotional materials to distribute.

**Saturday, October 22** – Event Day – Artists may arrive to set up at 7:00 a.m.

Art in the Park opens to the public 10:00 a.m. – 5:00 p.m.

## General Information

1. **Display equipment.** All artists in outdoor spaces\* 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 the 10'x10' space assignment. *\*Artists who are assigned spaces under the canopy outside of the Community Room **cannot** use pop-ups or umbrellas, per the Fire Code.*
2. **Space assignments.** Spaces may be on the grass or cement. Per Fire Code, some grass area spaces must use umbrellas or have no covering. Requests for specific spaces will be considered but cannot be guaranteed. If you plan to use an umbrella as covering, please let us know at the time you apply.

Community Room: Artists located inside the Community Room will be provided with a 6' table and two chairs. All materials must be contained on top of the table. No EZ-ups, umbrellas, floor easels, free-standing signs, or banners are permitted. Only one artist allowed per table."

3. **Schedule.** Arrival and set up 7:00 - 9:30 a.m. Event is open to the public from 10:00 a.m. – 5:00 p.m. Take down must be completed by 6:30 p.m. In order to maintain a professional appearance and attractive atmosphere at the event, all booths must remain open for the entire event, until 5:00 p.m.
4. **Unloading and parking.** Free parking is available in the adjacent structure. Artists can park **temporarily** on the ground level of the structure to unload, but once unloading is completed, vehicles must be moved to the upper level of the structure.

Please note that there is a height restriction of 8'2" in this structure. Vehicles that exceed the height limit can be unloaded in the adjacent open area, then must be moved to the Central Library's surface parking lot (next door).

5. **This is a rain or shine event. No refunds.**

## Promotion

The Newport Beach Arts Foundation will actively promote this event both in print and via digital media. We will distribute rack cards and display banners in strategic areas in the community. The event will be promoted through e-blasts to targeted lists, links with related websites and posts on social media outlets including Facebook and Instagram. Participating artists will receive electronic files, for promoting to customers and friends through social media outlets. Your suggestions are important to us and the success of Art in the Park.

## Contacts

Carmen Smith – Show Co-Coordinator

Pat Jorgensen – Show Co-Coordinator

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