

# Art in the Park — Saturday, September 23, 2023

On the Civic Green  
100 Civic Center Drive, Newport Beach

## Artist Information Sheet

### The Newport Beach Arts Foundation invites 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 Requirement

A completed application for submission must include:

- a. **Completed application form:** This must include Seller's Permit number, payment method 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: [online.services.cdtfa.ca.gov](http://online.services.cdtfa.ca.gov).
- c. **Payment:** This can be done **online** at [newportbeachartsfoundation.org](http://newportbeachartsfoundation.org) OR mail a **check** payable to Newport Beach Arts Foundation, P.O. Box 11325 Newport Beach, CA. 92658. (\$150-One vendor at a 6' table indoors, \$175-One vendor per 10'x10' outdoor space, \$250 Two artists occupying one 10'x10' outdoor space, \$275-One artist occupying one double space-10'x20')
- d. Indicate medium to be shown.
- e. 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 1000x1000 pixels). A cover email must include: Artist's name, and contact phone number.

**Completed applications must be submitted by Friday, August 11th.**

#### 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 must be labeled as reproductions or limited editions. Digital painting must be identified as digitally constructed. Artists must be 18 years of age or older to participate.

## General Information

**Display equipment.** All artists in outdoor spaces\* are responsible for providing all of their own display equipment including pop-up tents, umbrellas, tables, 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.*

**Space assignments.** Spaces may be on grass or cement. Per Fire Code, some grass areas 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 2 chairs. All materials must be contained on top of the table. No EZ-up, umbrellas, floor easels, free-standing signs, or banners are permitted. Only one artist allowed per table.

**Schedule.** Arrival and set up is from 7:00 - 9:30 a.m. Event is open to the public from 10:00 a.m. - 4:00 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, 4:00 p.m.

**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 in order to make room for our customers. **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).

**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: [RevenueHelp@newportbeachca.gov](mailto:RevenueHelp@newportbeachca.gov) or phone 949.644.3141.

**Sales.** 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 artist will be made by check within 30 days of the event; no **payment will be made on site.**

**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 artist will receive electronic files, for promoting to customers and friends through social media outlets.

**Important Dates:**

Friday, August 11 - Deadline for applications to be postmarked

Monday, August 28 - Artist Orientation, Newport Beach Central Library from 5:00 to 7:00 pm

Saturday, September 23 - Event Day. Artist set-up from 7 to 9:30 am, Art in the Park opens to the public 10 am to 4 pm.

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