



# MOSCOW artwalk

Friday, June 17, 2011, 5-10pm

## Registration Form



**Registration Deadline:  
5:00pm, Friday April 22, 2011**

**Deliver or send completed form and payment to:  
Moscow Art Department, 206 E. Third Street, Moscow, ID 83843**

For more information, contact Kathleen Burns, Art Director: [kburns@ci.moscow.id.us](mailto:kburns@ci.moscow.id.us) or DJ Scallorn, Art Assistant: [dscallorn@ci.moscow.id.us](mailto:dscallorn@ci.moscow.id.us) or (208)883-7036 or see us on the web at <http://www.moscow.id.us/art/artwalk.aspx>

**Registration Fees** (Make checks payable to "City of Moscow")

1. **Host Location Fee** (Check One)  
\_\_\_ - Commercial Business \$75 \_\_\_ - Non-profit Organization \$35 \_\_\_ - Artist Studio\* \$35

2. **Artist/Performer Fee** (Youth 18 & under- no fee)  
\$15 for each artist/performer name listed.  
number of artist listings \_\_\_ x \$15 = \_\_\_

3. \_\_\_ **\$10 additional Late Fee – Required After April 22, 2010. Late application will NOT guarantee your listing in the Artwalk brochure.**

Total Amount Enclosed: \$\_\_\_\_\_ (Location & Artist fees)

4. **Hosting an open reception?** Yes \_\_\_ No \_\_\_

5. **Will you have live music?** Yes \_\_\_ No \_\_\_ Who: \_\_\_\_\_

6. **Hours you will be open on opening night** \_\_\_\_\_ **TO** \_\_\_\_\_

*\*Individual Artist Studios need only submit \$35 unless they are also hosting additional artists, then \$15 is required for each additional artist listing. Group Artist Studios need only submit \$35 for a group show listing. If individual names are to be listed, then \$15 is required for each artist listing.*

### HOST LOCATION INFORMATION

**PLEASE PRINT BELOW**

Name of Business, Studio or Gallery: \_\_\_\_\_

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

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Is this location accessible to persons with special physical needs? YES \_\_\_ NO \_\_\_

Exhibit Length: \_\_\_ Event Only \_\_\_ Week \_\_\_ 1 Month \_\_\_ 2 Months \_\_\_ 3 Months

**VISUAL ART** (\$15 enclosed for each artist, youth 18 & under – no fee)

Artist/Group Name: _____
Medium: _____
Address: _____
City, State, Zip: _____
Email: _____
Phone: _____ Youth? Y/N

Artist/Group Name: _____
Medium: _____
Address: _____
City, State, Zip: _____
Email: _____
Phone: _____ Youth? Y/N

**artwalk Registration Deadline 5:00 pm Friday April 22, 2011**

Artist/Group Name: \_\_\_\_\_  
Medium: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Youth? Y/N

Artist/Group Name: \_\_\_\_\_  
Medium: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Youth? Y/N

**PERFORMANCE/EVENT** (\$15 enclosed for each performer/group, youth 18 & under –no fee)

***Performances should not be disruptive to general artwalk activity or surrounding businesses.***

Performer/Group Name: \_\_\_\_\_  
Type of Performance: \_\_\_\_\_  
Performance Time(s): \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Youth? Y/N

Performer/Group Name: \_\_\_\_\_  
Type of Performance: \_\_\_\_\_  
Performance Time(s): \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Youth? Y/N

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**GENERAL GUIDELINES**

**Your participation requires compliance with the below guidelines**

1. All exhibit/performance sites must be located within the Moscow area business district.
2. Participants are asked to keep in mind the importance of quality and variety in works of art, performances and display methods/locations.
3. All mediums, skill levels, and forms of expression are welcome. Works of art by local artists are encouraged, but not required.
4. Visual works of art should be original or limited in edition (not works that are mass produced and widely distributed).
5. Works of art that are considered permanent decoration within a facility or business **DO NOT** qualify for participation in artwalk.
6. Performances should embrace the spirit of artwalk as an event attended by both children and adults and must be live or have an element of live performance.
7. City of Moscow retains the right to reject any application that does not meet these guidelines.
8. Registering to participate is not an automatic endorsement by the City of Moscow or the Chamber of Commerce. The host location agrees that the City of Moscow, its employees and volunteers are not responsible for the contents, facilities, or individuals associated with artwalk.
9. City Staff retain the right to terminate any activity that compromises public health and safety or is not in keeping with the intent of the event.
10. Every participant must sign an agreement to hold the City of Moscow harmless, defend, and indemnify and agree to its terms.

**HOW TO PARTICIPATE**

**If you are an artist (visual, performing or literary)...**

1. Please contact any business in downtown Moscow and ask if they would be willing to host your work. Most business owners will want a sample of your work or hear a performance prior to registration.

2. Once a business agrees to host your work, the artist and the business representative should complete the registration form **together**. Listed artists are responsible for paying a \$15 participation fee.
3. It is up to you and the business to make all specific arrangements regarding set up, take down, sales and receptions.
4. If you need help finding a space or making contact with a local business, please contact Kathleen Burns at [kburns@ci.moscow.id.us](mailto:kburns@ci.moscow.id.us) or call 208-883-7036 for assistance

### **If you are a business...**

1. Realizing that individual hours may vary, businesses are encouraged to remain open for the full extent of the event hours (5pm – 10pm). Due to space limitations, individual hours will not be listed on the artwalk map.
2. You may arrange for an artist on your own or call the City Art Office for help. City Staff can assist you by networking artists with businesses, but cannot make specific arrangements to match an artist with privately owned business.
3. Please evaluate the appropriateness of your display/performance space to assure that you can accommodate and highlight the artist's work. We recommend that participating businesses set aside adequate space to accommodate at least **10 pieces** of art by one or more artists.
4. **Do not submit a registration form until you have made arrangements to host a specific artist.**
5. **The hosting location is responsible for submitting the registration form, \$75 or \$35 fee and for collecting the \$15 fee from each artist listed at your location.**
6. Obtain necessary input from the artist, complete the registration form, and return it to Moscow Art Department by **5:00pm, Friday April 22, 2011.**
7. Confirmation letters will be sent to the business contact mailing address following the registration deadline. Registered participants will also receive maps, participant poster, and balloons two weeks prior to the event.
8. **Serving Alcohol.** Any business that does not have a license to serve beer and wine shall arrange for an alcohol catering permit; a beer and wine permit for benevolent, charitable, and public purpose events; or a winery sponsored event permit. An alcohol catering permit can be obtained from the City. The cost of catering permit is twenty dollars (\$20.00) per day. Please contact Stephanie Kalasz at 883-7015 or Keli Jones at 883-7001. A beer and wine permit for benevolent, charitable, and public purpose events may be suitable for a non-profit entity or for a person who intends to benefit a non-profit entity, as long as they donate the net proceeds from the event for a "benevolent, charitable, or public purpose". Such a permit can be obtained from the Idaho State Police Alcohol Beverage Control by contacting (208) 884-7060. A wine sponsored event permit may be obtained by the holder of an Idaho winery license from the State. You may wish to contact a local winery to discuss this possibility.

**FOR MORE INFORMATION: Kathleen Burns - Art Director, [kburns@ci.moscow.id.us](mailto:kburns@ci.moscow.id.us)  
Or DJ Scallorn - Art Assistant, [dscallorn@ci.moscow.id.us](mailto:dscallorn@ci.moscow.id.us), call us at 208-883-7036.**

**Please send completed form & check to:**

**Moscow Art Department  
c/o DJ Scallorn  
PO Box 9203  
Moscow, ID 83843**

**<http://www.moscow.id.us/art/artwalk.aspx>**