



Art in the BURBS

ARTIST FAQ

What is Art in the Burbs?

For the last 18 years, Art in the Burbs has raised money to support the arts (music, fine art, performing art and writing) in the Tigard-Tualatin school district. The 20% collected from artist's sales is distributed to all schools in the district through a grant program administered by the event board.

How many people attend Art in the Burbs?

3000-3500 people. 2016 was our first year at Tigard High School and we saw a 30% increase in attendance. We expect that to continue.

Where is Art in the Burbs held?

The show is held at Tigard High School. Artists will be in the main gym with central checkout in the commons.

What are the show hours?

New for 2017, Art in the Burbs is changing to a 2 day show and will be held on Saturday and Sunday only. Show hours are 10am-7pm on Saturday and 10am-5pm on Sunday. Artist set up will be on Friday afternoon.

What type of marketing is done for the show?

Our big marketing push starts in September and includes print and online media buys along with radio coverage. We maintain an active Facebook page and post features on all artists participating in the show. Mailings are done to all of the Tigard-Tualatin School district families and posters along with yard signs are used throughout the district to promote the event. A digital flyer is made available to all accepted artists to forward to their personal mailing lists.

What are the application dates for the 2017 show?

March 1st - Applications available

May 15th - Application deadline

July 1st - Artist notified of their status (accepted, waitlisted or denied) via email

August 1st - Booth fee due

Is Art in the Burbs a juried show?

Yes, artists will be accepted at the discretion of the jury committee. All entries are evaluated based on photos as provided by the artist. We are not a 'grandfathered' show. Once a vendor has participated in the show, they are not guaranteed placement the next year. Each year the jury committee starts with a fresh slate.

Can I share a booth with another vendor?

You may, however, because each vendor is treated separately at checkout both artists will be required to pay the booth fee. Both artists must be juried in.

What booth sizes are available?

There are 8'x8' and 10'x10' booths available. All of our booths are square and most back to other booths. Booth preference can be indicated on the application but ultimately booth assignment is up to the discretion of the board. All booths have a 9' height limit.

What are the artist fees for Art in the Burbs?

Art in the Burbs does NOT require a jury/application fee to be considered for the show. There is a booth fee due August 1st for accepted artists (8x8 is \$85 and 10x10 is \$130.) 20% is collected from artist's sales and is then distributed to each of the Tigard-Tualatin schools to support the arts.

When can I set up my booth?

Set up is staggered on Friday October 13th starting at noon. Artists will be advised of their assigned set up time approximately one week prior to the show. Volunteers will be available to help artists load in booth materials. Artists must be set up and out of the building by 6pm on Friday evening.

Are panels, chairs, tables provided?

Artists are provided one chair. All booth/display materials are the responsibility of the artist. The majority of the booths will be back to back with other booths. It is suggested that artists provide a backdrop of some nature to visually anchor their space.

Can I bring a canopy or tent?

Artists are welcome to bring a canopy frame to use for their booth but not the canopy roof. Canopy frame must fit within the perimeter of the booth space and there is a 9' height limit. Please indicate on the application your request to use a canopy frame to ensure being allocated a suitable shaped booth.

Can I access electricity?

Electricity is very limited and artists must indicate their need for electricity on the application. Know that the facility itself is very well lit and it is not necessary to light your booth.

I juried for ceramics but I also make cards, can I show both?

Artists can show product for the category for which they juried. This allows us to keep the desired category balance. If you plan, for instance, to show jewelry within your glass category, please include your jewelry images for jurying purposes. On Saturday morning prior to the show opening there will be a jury walk through at 9:00am to review booths and insure artist's goods are consistent with what was juried.

How does central checkout work?

We handle the money for you. Artists are assigned an artist code that must be on all inventory along with the price. When a customer decides to purchase an item, the artist must ensure their code and price are clearly marked. The customer's name and phone number are attached to the item and can be given to a show runner. The show runner will take the item to central checkout where goods are organized by customer last name until the customer is ready to checkout. Customers are able to buy all their items with one transaction (cash, check or charge).

How do I mark my goods?

All items must have the provided artist code and price clearly marked. Post-its are used to write the customer's name and phone number which goes with the item to checkout. Artists can also use receipt books, etc as long as the customer name and phone number are on them. Artists should bring their own receipt books or Post-it notes based on their preference.

Do I need to package my goods going to Central Checkout?

This really depends on the type of goods you sell. Small items (jewelry) or items often purchased in multiples (cards) need to be packaged/contained in some way with the price and artist code visible on the outside of the package. We have wrapping materials at checkout but are concerned about small items getting lost. A good rule of thumb is if the products are small, slick or easily separated they should be packaged/contained together.

Also, if you change your price when multiple items are purchased (i.e. buy four cards for the price of 3) then the four cards need to be packaged together with the multi item price clearly indicated for checkout purposes.

Can I handle my own sales transactions and pay my % at the end of the show?

No. All purchases must be made through central checkout.

Can I take custom orders during the show?

Of course! Customers can pre-pay via central checkout. For 2017 Art in the Burbs will provide a custom order form that artists will fill out providing required information for the customer and checkout staff. We will input the customer name and phone number along with a brief description into our system and return the bottom portion of the form to the artist confirming that the order has

been paid. Customer follow-up and delivery of custom orders is the responsibility of each artist.

Is there parking nearby?

There is parking on the school property but during show hours it is reserved for customers. We will have offsite parking for artists. The artist lot is approximately 1 mile from the school with a shuttle available. Artists are not allowed to park in the Tigard High lots except during set up and take down.

Is there food offered for sale on site?

Yes, there are several food vendors that will be on-site Saturday and Sunday selling food. They offer a variety of foods including vegetarian and gluten-free options. In addition, we have dessert vendors that are on site during the entire show selling their tasty treats.

Is there an artist lounge area?

Yes, there is an area designated for artists that is quiet and removed from the crowds.

Do artists have to be on-site?

Yes, we strongly encourage artists to be present throughout the show or personally designate someone to cover in their absence. We have found that sales are much higher when artists are present to interact with customers. Art in the Burbs is not able to provide booth coverage.

When is take down for the show?

The show closes at 5pm on Sunday and take down starts immediately. We have volunteers available to help load goods/booth materials/etc to your vehicle.

When can I expect to get paid?

Checks will be mailed within two weeks of show weekend.