

ARTIST FAQS

What is Art in the Burbs?

For the last 25 years, the Foundation for Tigard Tualatin Schools' Art in the Burbs event has raised money to support the arts (music, fine and performing art) in the Tigard-Tualatin school district. 20% of each artist's sales is retained and distributed to all schools in the district through a grant program administered by the event board.

How many people attend Art in the Burbs?

It is estimated approximately 3,000 people attend our show each year.

Where is Art in the Burbs held?

This year's show will be held at Tigard High School. The event is held in the commons and main gym.

What are the show hours?

Art in the Burbs is a 2-day show, held on Saturday and Sunday only. Show hours are 10am-5pm on both days. Artist check-in and set up times are assigned and will take place Friday afternoon.

What type of marketing is done for the show?

Our big marketing push starts in October and includes print and online media.

- We maintain [Facebook](#) and [Instagram](#) pages where we post updates leading up to the show, as well as features on each artist participating in the show.
- Our show is listed on several event websites, such as [festivalnet.com](#).
- Postcards are sent to all Tigard-Tualatin School district families, past customers, and those who have signed up for our mailing list.
- Posters, along with yard signs, are used throughout the district to promote the event.
- A digital flier is made available to all accepted artists to forward to their personal email lists and post on their social media accounts.

We are always looking for new outlets and ways to promote the show. We welcome any suggestions you may have!

What are the application dates for the 2024 show?

July 5th - Application goes live on our website

Aug 15th - Deadline to submit applications

Aug 25th - Artists are notified if they have been accepted, waitlisted or declined participation in the show via email.

Sep 16th - Booth fees due

Is Art in the Burbs a juried show?

Yes, artists are accepted at the discretion of the jury committee. All entries are evaluated based on photos provided by the artist. We are not a 'grandfathered' show. Once a vendor has participated in the show, they are not guaranteed acceptance the following 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 and accepted.

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.

What are the artist fees for Art in the Burbs?

Art in the Burbs does NOT charge a jury/application fee to be considered for the show. There is a booth fee due Sep 16th for accepted artists. 8'x8' booths are \$85 and 10'x10' booths are \$130. 20% is collected from artists' sales to be distributed to each of the Tigard-Tualatin schools to support the arts.

When can I set up my booth?

Booth set-up is assigned and staggered and will take place on Friday, Nov 8th. Artists will be advised of their assigned set-up time via email. Volunteers will be available to help artists load in booth materials.

Are panels, chairs, or tables provided?

One chair per artist, per booth is provided by Art in the Burbs. All booth and display materials are the sole responsibility of the artist. The majority of the booths are back to back with other booths. It is strongly 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. The canopy frame must fit within the perimeter of the booth space.

Will I have access to electricity?

Electricity is very limited and artists must indicate their need for electricity on the application.

I was juried in Ceramics but I also make cards. Can I show both?

Artists may only show products for the category in which they were 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, prior to the show opening, there will be a jury walk through to review booths and ensure artists' 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 prices are clearly marked.

Customers are given a numbered wristband at the entrance. The customer's wristband number, name and phone number, and the artist code are written on a Hold tag provided by Art in the Burbs.

The Hold tag is attached to the item with tape or a rubber band and then handed to one of our show runners. The show runner will take the item to the Holds area where goods are organized numerically by the customer's wristband number until they are ready to check out.

Here are just a few of the many benefits of having a central checkout:

- Customers are able to buy all of their items with one transaction

- Artists can better focus on their booths and their customers
- No credit card fees for artists - this includes post-show customer disputes
- Overall, central checkout creates a more relaxed experience for customers and artists alike

How do I mark my goods?

All items must have the artist's assigned artist code and price clearly marked. We provide customized hold tags, which are used to write the customer's wristband number, name and phone number. The hold tag is attached to the item with tape or rubber band, and goes with the item to checkout.

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, including custom orders, must be made through central checkout. No exceptions.

Can I take custom orders during the show?

Of course! Art in the Burbs provides custom order forms for artists to fill out. Our custom order form contains 3 copies: one for the artist, one for the customer, and one for Art in the Burbs. Here's how it works:

- The artist fills out the form, including the customer's name and phone number.
- The **entire form** (all 3 copies) are sent with a show runner to the Holds area.
- The customer picks up the custom order form from Holds before heading to central checkout.
- The cashier will input the customer name, phone number, and a brief description of the custom order into Square.

- The customer pays for their custom order at central checkout.
- **The form is separated by the cashier.**
- Upon payment, the customer is handed their copy of the custom order form by the cashier.
- The cashier retains copies for both Art in the Burbs and the artist.
- At the end of the show, the artist's copy is returned to the artist with confirmation that the order has been paid for.
- It is then the responsibility of the artist to fulfill the order and coordinate delivery to the customer.

Is there parking nearby?

There is a parking lot on the school property, however during show hours, it is reserved for customers of the show. Artists are not allowed to park in the main Tigard High lot, except during set-up on Friday and tear-down following the show on Sunday. We kindly ask that artists park in the Swim Center lot so we can best serve our customers. PLEASE NOTE: If you have a medical condition or disability which would make parking off-site difficult or impossible, please let us know so we can make alternative arrangements for you to park in a more accessible area.

Is there food offered for sale on site?

We are working on securing food vendors for Saturday and Sunday for artists to purchase lunch and drinks. Details will be on our website as soon as vendors have been scheduled.

We recommend that artists plan ahead for their meals. At this time, we are unable to provide booth sitters for meals and breaks. Many artists ask a neighboring artist to keep an eye on their booth while they run to the restroom or take a break, and the favor is returned. You are always welcome to have a friend or family member work your booth while you are away.

Is there an artist lounge area?

Yes, there will be an area designated for artists that is removed from the crowds. In past years, we have been able to provide water and coffee in the lounge, as well as an assortment of small snacks, all of which are kindly donated by businesses and individuals in the community.

As a non-profit organization run solely by volunteers, we rely on donations for our Artist lounge refreshments. We do our best to provide our artists with small

snacks and beverages in the Artist Lounge, but we kindly ask that you plan ahead and pack a few extra snacks and beverages in the event we cannot.

Do artists need to be on-site during the show?

Yes, we strongly encourage artists to be present throughout the show. In the event you cannot be present, you must designate someone to cover your booth in your absence. We have found that sales are much higher when artists are present to interact with customers. Art in the Burbs does not provide booth sitters at this time and we are not able to provide booth coverage for meals or breaks. Please plan ahead and designate someone to keep an eye on your booth in your absence.

When is tear down after the show?

The show closes at 5pm on Sunday and tear down starts immediately. We have volunteers available to help Artists load goods, booth materials, etc. to their vehicle.

When can I expect to get paid?

Artists' checks are mailed to the address provided on their application **within 2 weeks FOLLOWING the show**. Should your address change between the time you submit your application and the weekend of the show, please email operations@artintheburbs.org.