

ARTour 2019

Policies & Procedures

To participate in ARTour, artists agree in writing to the following requirements and responsibilities. Please read carefully before signing your application. Compliance with guidelines and policies will be monitored to insure general program quality and consistency.

Eligibility

You are eligible to participate in ARTour if:

- You have a current membership with North Tahoe Arts at the time of application and during ARTour.
- You have paid the participation fee.
- You have a valid Seller's Permit for your state.
- You have a working studio within the Truckee - North Lake Tahoe region or have arranged to share studio space.
- You have original art created by you available for sale each day of ARTour.
- You have been successfully juried into ARTour.

General

- All deadlines are absolute. We all will be working on a very tight schedule and failure to meet deadlines could result in being removed from ARTour.
- To allow those without adequate studios to participate artists may share studio space. Each individual artist is required to submit an application, to be accepted by the jury (if applicable) and to pay their fee, regardless of whether the space is shared or not. A maximum of five artists are allowed in each shared space.

- It is recommended that artists have liability coverage on their homeowners insurance or take out an event policy during the days of ARTour.
- Each artist is responsible for collecting and submitting sales tax either for California or Nevada, depending on where your studio is located.
- No artist may open his/her studio without a signed acknowledgement of the 2019 NTA Policies and Procedures Agreement and a Hold Harmless Agreement (Application Section I) plus a Tax form or Seller's permit validated by NTArts.

Exhibit at NTArts

- Artists are invited to provide one piece of recent work that will be for sale and displayed in the ARTour 2019 Exhibit at the North Tahoe Arts Corison Gallery.
Exhibit July 5 - August 4, 2019
Bring In: Tuesday, July 2, 2019 11am - 3pm
- Artists are expected to attend the Opening Reception of the ARTour Exhibit. Reception Saturday, July 13, 2019 5pm-7pm
- For all exhibited artwork sold by NTArts at the ARTour exhibit, NTA agrees to pay the artist 70% of the retail price as listed on the inventory form. NTA agrees to pay the artist in full within 30 days following the close of the exhibit.
- A full prospectus will be provided to artists at the time of approving your Artour Guide listing. Artist are expected to come in and approve their listing in Artour Guide on any of the following dates and times: June 3rd - 5th 11am - 3pm

Media & Promotion

- Artists are encouraged to promote their participation in ARTour on their websites, social media, printed media, signage, etc. With the exception of advertisements in the Tour Guide, all paid advertising, free media, and social media used to promote ARTour must include the NTA logo.

- Print media must include the North Tahoe Arts logo. Electronic media (Facebook, website, emails etc.) must also include a link to the North Tahoe Arts website and Facebook page.
- Signage must include the North Tahoe Arts logo.
- NTArts reserves the right to choose from submitted images for use in the Tour Guide, web catalogue, Facebook page and other marketing and promotion.

At the Studio

- Studios will be advertised as open from 10am-5pm on all six days. Artists who choose to open only one weekend will be indicated as such in the Tour Guide. Artists must be present to meet the public and show their work. Please have studios open and ready on time each day. Many people travel long distances to see both you and your work.
- Education is a component of ARTour. Artists should be prepared to discuss, demonstrate and/or explain their techniques, processes, materials, and equipment used. If possible please have educational materials, tools, etc. on display, and be prepared to answer questions, discuss and demonstrate how you do your art.
- Goods and services other than those relating to your artwork and unrelated manufactured or commercial goods MAY NOT be exhibited for sale in your open studio.
- Work of non-participating artists, family, friends and/or others MAY NOT be offered for sale.
- All artwork must be of professional quality and be consistent with the work initially submitted for jurying.
- Studio setup
 - Basic standards of cleanliness and safety should be observed in setting up the studio.
 - Display space should provide a clear, clean and uncluttered presentation. Many artists

create a temporary exhibit. Share ideas with one another on artwork presentation.

- Artists' actual working space and materials should be accessible to public during ARTour hours.
- If possible, space should be wheelchair accessible. Here is a basic checklist of features to help artists determine whether or not their open studio areas are minimally accessible to individuals who use wheelchairs.

DISCLAIMER: This is not an exhaustive list and may not be used to determine full compliance with the Americans with Disabilities Act (ADA).

Your venue must have all of the following to be considered accessible:

A hard-surfaced (such as a concrete or asphalt) walkway or ramp with a minimum clear width of 36" leading to an accessible entry

At least one zero-step entrance into the studio space (portable ramps are ok)

Entry doors (and doors connecting studio spaces) must either have levers that may be operated with a single closed fist (doorknobs are not acceptable) or remain open or be staffed at all times that the studio is open to the public

A minimum of 32" clear width through all doorways

A clear route of travel of at least 36" wide into, through, and out of the studio

At least one clear 60" open circular area within the studio to allow for wheelchair maneuverability

At least one designated disability parking space.

ARTour 2019 Application

Section I

Deadline for Section I, fees, and supporting documentation is Friday, May 10, 2019. An original, hard copy signed version of this form must be received before acceptance. If you need assistance filling out this application, please schedule an appointment in the NTA office by calling 530.581.2787 to have staff assist you.

Name: _____

Studio Address: _____

Mailing Address: _____

Phone: _____ Email: _____

Did you participate in ARTour in the past?

____ No (you will be juried)

____ Yes (you do not need to be juried)

Seller's Permit Account Number: _____ Copy of Seller's permit attached ____

Policies and Procedures Agreement

I have read and agree to the ARTour 2019 Policies and Procedures document. I understand that my signature holds me responsible to abide by these policies and that my failure to do so may jeopardize my continued participation in ARTour.

Signature: _____ Date: _____

Hold Harmless Agreement

I hereby agree to indemnify and hold North Tahoe Arts and its Board of Directors and all other artists and volunteers who help with ARTour harmless against any claim, demands, damages, fees, costs, and actions of any kind asserted by or on behalf of any third person(s) arising from my participation in the ARTour 2019.

Signature: _____ Date: _____

ARTour 2019 Application

Section II

Tour Guide Information

Deadline for Section II and supporting images is Friday, May 10, 2019.

If you need assistance filling out this application packet, please schedule an appointment in the NTArts office by calling 530.581.2787 to have staff assist you.

Section 1: Artist Information

1. Name
2. Studio address
3. Five, or fewer, word description of your medium for Tour Guide
4. Phone (where you may be reached during open tour hours)
5. Email
6. Website
 - Facebook (optional)
 - Instagram (optional)
7. Will you be sharing studio space?
 - ☐ No
 - ☐ Yes (please provide the name of the artist whose studio you will be sharing)

8. Do you have space for an additional artist at your studio and are you willing to share space?

_____ No

_____ Yes

Comments:

9. Is your studio wheelchair accessible? (see guidelines in ARTour 2019 Policies and Procedures)

_____ No

_____ Yes

Comments:

10. Will your studio be open both weekends? If not, which weekend will you be open?

_____ First weekend only _____ Second weekend only _____ Both Weekends

Section 2: Images

Provide at least three (3) images of your work and up two (2) images of you working in your studio or interacting with visitors in your studio. Images must be jpg format and **at least 300 dpi**.

11. Three images of your work in .jpg format **at least 300 dpi**.

Name your images as follows: **yourname_image1.jpg**, yourname_image2.jpg, etc.

12. Two images of you working. (Optional)

13. Note your preferred image for the Tour Guide.