



## **Artist Application and Agreement**

**September 16 & 17, 2023**

**10:00 am – 5:00 pm**

**Deadline for Entry: March 1st, 2023**

**Notice: We are again using an online-only platform for our artist agreement, application payment, and image upload. This document serves to give you visibility to the criteria and information you will be required to provide. Access to the online form is available on our website in the For Artists section.**

### **Tour Mission**

The mission of the Edmonds Art Studio Tour (EAST) is to increase the visibility of the Arts in Edmonds. Its purpose is to bring people to Edmonds to see, experience and purchase art from local artists. The Tour highlights private workspaces not usually open to the public, providing a more intimate look at how an artist lives and works. This event consists of a free, 2-day public tour of approximately 20 Edmonds area art studios showcasing approximately 40 local artists.

### **Timeline/Important Deadlines**

**March 1st 2023:** Artist agreements to be submitted online with payment no later than this date

**March 31st 2023:** Artists notified of participation in Tour

**Date/time TBD:** We intend to host an artist information session prior to the Preview and again prior to the Tour. All participating artists will be invited to join these sessions where members of the committee will be available to answer questions and provide final clarifications about the requirements and recommendations for a successful Preview and Tour.

**June 14th 2023:** Anticipated date for set-up of the Preview Sale for the Edmonds Arts Festival (for participating artists)

**June 16th - 18th 2023:** Edmonds Arts Festival volunteer/display/demonstration opportunities

**Once you have read all information on this form, you may also direct your questions to:**

Kim Parsley, Artist Liaison and EAST Committee Chair  
[edmondsartstudiotour@gmail.com](mailto:edmondsartstudiotour@gmail.com)

### **IMPORTANT PANDEMIC NOTICE FOR 2023 Edmonds Art Studio Tour**

We held a successful tour in 2021 and 2022 following regulations relevant to COVID 19. We are planning the 2023 Tour with the belief that we can do the same this fall. Your safety and that of our visitors is our highest priority and we will continue to monitor the progress of the pandemic over the coming months. If by May 1<sup>st</sup> we believe it is necessary to cancel the in person tour we will refund your artist fees. While we hope to welcome visitors into our homes and studios, if you feel uncomfortable we will consider driveway/curbside tents and other options in order to achieve a safe event. We will keep lines of communication open throughout and welcome your questions and concerns throughout the tour planning process.

### **EDMONDS ARTS FESTIVAL will host Tour artists again in 2023**

We are excited to be able to again present/sell our work as a group in the Plaza Room during the Edmonds Arts Festival. This is referenced as Preview of Edmonds Art Studio Tour at the Festival herein. In order to appropriately coordinate for this exciting 3-day weekend in June, we need your commitment at the time of this application to either participate in the Preview at the Festival or pass on participation in this option. Know that your participation in the Preview of EAST at the Festival does not impact your ability to be selected for Tour participation. However, you cannot show at the Festival with the Tour artists if you do not participate in the Tour. Note more details within this agreement.

#### **1. Edmonds Art Studio Tour - Instructions for Artist Participation Consideration**

**Only *completed* applications submitted by March 1<sup>st</sup>, 2023 will be considered.**

Completed applications include:

- Artist Application and Agreement – completed and signed
- \$185 Studio Tour Application fee - refundable if not accepted or if the Tour is canceled.
- If interested in Preview of EAST participation at the Edmonds Arts Festival, an additional \$40 Festival Application fee - refundable if not accepted as a Tour artist or if Tour is canceled. Include one payment if interested in both Tour and Festival.
- Four images of work – see “Image Guidelines” for detail
- Images of the artist at work and a headshot.

Images must be submitted with the rest of the application and must also be **uploaded by March 1st, 2023.**

**Studio and Guest Artists Selection:**

This is a juried show. All artists and studios will be selected through a jury process. Selections will be announced no later than March 31st, 2023. The following are *minimum* considerations used to select artists and/or studios:

- The Tour will consist of approximately 40 local area artists and 20 working studios, as well as a website featuring participating artists and their online content for a period of time before and after the physical tour.
- A local artist is defined as one who has a **connection to the City of Edmonds**. A local artist either lives in Edmonds or an adjacent community or regularly shows their art in the city of Edmonds and/or is an on-going active member/participant in the Edmonds art community.
- Artwork is original and high quality; the artist is considered a professional.
- Studios must be located within the city of Edmonds and environs as determined by the committee.
- An artist applying as a guest artist is encouraged to secure studio placement with an applying studio before the application deadline. While Edmonds Art Studio Tour will make every effort to help find a studio for guest artists, if no studio space can be found the guest artists' application will be rejected.
- Studios will include a "working" artist space for the hosting artist and guest artist(s).
- Studios must have adequate accessibility and parking for guests, artists and neighbors. The Studio must be a safe environment with adequate display and walking space for artists and patrons.
- Preference will be given to "private" studios over studios that are open to the public throughout the year.
- Returning artists must have fulfilled their contractual obligations in previous years.

**Tour Preparation:**

The Tour is only as good as its participants make it. To help make this event a success, all participants are expected to help in the following ways:

- Work with neighboring studios and the sign coordinator to make sure there are ample signs directing patrons to and from your studio.
- Help distribute at least 100 brochures, through mailing to your personal contacts and/or delivering some to area distribution points.
- Help promote the Tour through social media. Link to the Tour's website on the "events" or "calendar" page of your website.
- Help promote the Tour by volunteering for a minimum of 2 work shifts at the Preview of EAST at the Festival. **NOTE that this is a new criteria for 2023 for all Tour artists, regardless of your participation in the Preview.** We will consider alternative ways to promote the Tour if these work shifts pose a hardship - contact Kim Parsley at [edmondsartstudiotour@gmail.com](mailto:edmondsartstudiotour@gmail.com) to discuss prior to your application.
- Be engaging and welcoming to visitors. Visitors want to converse with the artists as well as watch them work.
- Volunteer to help in other areas by contacting the chair and offering your organizational talents.

**Image Guidelines:**

Applications must include the submission of four (4) digital images of your work uploaded by **March 1st, 2023**. These images will be used to jury your work and for use in all marketing materials. **Improperly formatted or poor-quality images will be rejected.** The [attached tips](#) are provided as a means of support

**for converting images - our committee's volunteers are unable to lend any extra time to guide you through this.**

- Images must be in JPG format.
- Images should be a minimum of 5 inches (1500 pixels) on the longest side at 300 dpi.
- Images selected for the cover of the brochure may have to be larger, so be prepared to have an even higher quality image available.
- Title images the following way: LastName\_FirstName\_titleofwork.JPG

Note that if selected to participate, you are granting EAST the ability to use any or all images submitted for our website or social media promotions of the Tour.

### **Terms and Conditions for participating in the 2023 Edmonds Art Studio Tour:**

#### **Studio Owners will:**

- Host *only* registered/paid guest artists. Studio owners are encouraged to host one or more registered and paid artists as space allows.
- Be allowed to host a student artist (college or high school) at no additional fee; the student will be listed in the brochure and on the website.
- Keep the studio open during the hours of the Tour.
- Post sponsorship signage in a **highly visible** location within the studio.
- Provide an adequate number of A-boards for the directional signs which will be located between their studios and surrounding studios. Only professional-looking A-boards will be allowed (artist to source materials, construct and paint a solid color) and the size of the plywood and recommended hinges/strapping instructions will be provided. Only official studio tour signage may be attached.
- Place A-boards at the recommended locations on Saturday morning of the Tour and remove them after the Tour ends Sunday evening.
- Pick up official tour signage at a designated date/time (if requested) for attachment to A-boards. An updated tour map and suggested signage locations will also be provided.
- As a means to keep fees low, returning artists are asked to safely store signage and arrows for consecutive tours.
- Collect names and email addresses for the mailing list and zip codes of studio visitors during the Tour and submit to the Steering Committee via electronic template at the conclusion of the Tour. This electronic file is due no later than **September 24, 2023**.
- Negotiate preparation, costs, set-up, and clean-up expectations with guest artists.
- Adhere to the conditions listed in the "**Artists**" section of this agreement.

#### **Artists (including Studio Owners) agree to:**

- Pay a \$185 non-refundable registration fee, due by **March 1st, 2023**. (Refundable if not selected to participate in the Tour or if the Tour is canceled).
- Submit 4 digital images by **March 1st, 2023** for Tour promotional use. Please refer to "**Image Guidelines**" section of this agreement regarding size and quality.

- Have a current Washington State Business License and any other business licenses and permits that are needed for their operation and comply with all applicable ordinances, rules and regulations of county and city governments including collection of taxes.
- Be physically present for all Tour hours.
- Return a completed individual participant's electronic survey by **September 24<sup>th</sup>, 2023**. This includes reporting the artist's gross sales from the tour, excluding tax. Only group sales totals will be published.
- Maintain an online presence that showcases the artist's work, including the types of work which will be sold during the tour. It is ideal that this is a website, however a **dedicated** Facebook or Instagram page (**not a personal Facebook or Instagram page**) will also be allowed.
- All logistics for accommodating a guest artist are at the discretion of the host and guest.
- Not hold the Tour or any of its participants, planners or sponsors responsible for any level of sales. Participation in this Tour does not guarantee sales.
- Agree to the terms of the "Insurance and Artist Waiver", as stated on the application form.
- Have access to an email system. All Tour communication is via email and **every artist is responsible for knowing what is contained in these messages**.
- Verify accuracy of information and/or request changes of information, such as website content, by specified deadlines. Respect that our volunteer committee has other obligations as well.
- Promote the tour by distributing at least 100 Tour brochures and sharing social media posts from the tour's facebook and/or Instagram outlets.
- Promote the tour by volunteering for a minimum of 2 work shifts at the Preview of EAST during the Edmonds Arts Festival.
- Please refrain from sending independent press releases to media outlets. Any individual advertising, solicitation and/or promotion with respect to the Tour must have prior approval from the Tour Steering Committee.

**Failure to adhere to these guidelines will result in suspension from the Tour the following year.**

## **2. Preview of EAST at the Festival - Instructions for Artist Participation Consideration**

2023 Tour artists are invited to participate in an additional optional event. The Edmonds Arts Festival will host a Preview of EAST which will include sales and artist demonstrations on the Edmonds Plaza during Father's Day weekend, June 16th-18th, 2023. The purpose of this event is to promote the Tour and provide Tour artists with an additional opportunity to sell their work.

The "Preview of Edmonds Art Studio Tour" will include artist demonstrations. All artists are invited, but not required to demonstrate. Artists wishing to demonstrate, but not sell their work may do so at no additional fee.

Artists wishing to offer their artwork for sale during this event will pay an additional \$40 with this application and agree to the Festival requirements. You are not required to be at your booth during the entire Festival weekend. Instead, our artists sign-up for work shifts as a means to support and promote the Preview and Tour artists as a whole.

**Terms and Conditions for participating in the 2023 Tour Preview Sale at the Festival:**

**Tour at the Festival Artists agree to:**

- Pay \$40 to help cover sales desk and advertising needs associated with the Festival event. (Refundable if not selected to participate in the Tour or if the Tour is canceled).
- Pay 25% commission on all work sold during the Festival and not participate in under-the-table or delayed sales to evade the commission.
- Work a minimum of (3) 2-hour shifts at the check-out table, as a floater, or as a greeter during Festival hours. This does NOT include demonstration time.
- Promote and work as a collective for the benefit of the entire Tour and not just sell for their own benefit.
- Submit an electronic itemized inventory sheet to EAF treasurer by their designated deadline (approximately 5 days prior to Festival). A template will be provided.
- Tag each sale item with an inventory number and price; attached either with a sticker or hang tag.
- Price each item individually with no quantity discounts.
- Take responsibility for providing their own professional looking display, using only the amount of space allotted to them.
- Drape any tables to the floor with black table cloths. Additional layers of color may be used to enhance their display. (tables of approximately 6’ in length are available onsite at no additional cost.)
- Be present during set up and break down times, including helping with collective Tour setup/breakdown needs. (Setup is estimated to be done Wednesday, June 14th and Thursday, June 15th, breakdown is Sunday 5:00 PM immediately after the Festival.) Note that all participating artists are responsible for breaking down their individual booths and restoring the entire event space to its original state.
- Abide by any rules set forth by EAF and/or City of Edmonds.

**Failure to adhere to these guidelines will result in suspension from the Tour the following year.**

<p><b>RETURNING ARTISTS only need to complete information that should be updated from last year.</b>  <b>ALL ARTIST NOTE that this information will be published as you have provided it.</b></p>	
Artist Name	
Phone Number	
Email Address (this will be used for all Tour communications)	
Website and social media addresses	
Mailing Address	

FOR REFERENCE ONLY  
SUBMIT VIA ONLINE FORM

Art Medium	
WA State Business License Number	
Edmonds Connection	
Studio Owner	
Studio Site Name & Street Address	
If you are hosting a student artist:	Name: _____ School Attending: _____

**Information for Promotional Materials:** In 30 words or less, describe what you are selling or exhibiting.

**Studio Owners:** Is there anything the map designer should know about the location of your studio (dead-end street, one-way street, etc.)?

**Insurance and Artist Waiver:**

The Studio Tour's liability insurance covers damage to the studios, or injury to an individual caused by the Tour. It does not cover participating artist's artwork. The artist assumes all risk of loss or damage to the artist's property. By signing this Registration/Agreement, the artist agrees to hold harmless the Edmonds Art Studio Tour, Edmonds Arts Festival, their officers, agents, directors, sponsors/advertisers, Studio Tour steering committee members or chairpersons, and participating studio owners from any and all injuries to persons or theft or damage to property of host or guest artists property.

I have read, and agree to abide by, the terms and conditions as stated in the Edmonds Art Studio Tour Artist Application and Agreement. I give my permission to publish my name, artist information, and images of my artwork in the Tour Brochure, Tour Website and for general Tour promotion.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

**You must choose one of the following for your application to be complete:**

- I am interested in participating in the Edmonds Art Studio Tour only
- I am interested in participating in the Edmonds Art Studio Tour AND displaying my work with the Tour artists at the Preview of EAST during the Edmonds Arts Festival. (You will also have the option to demonstrate at the Festival).
- I am interested in participating in the Edmonds Art Studio Tour AND in demonstrating my work in conjunction with the Preview of EAST during the Edmonds Arts Festival, but not sell my work (no additional participation fee).

**A link for submitting payment online (due by March 1st 2023) will be provided.**

**A link to upload imagery will be provided.**