



## Santa Fe Studio Tour 2018 Application

**2018 Tour Dates:**

**June 8 Gallery Reception**

**June 9 thru June 27 Gallery Show**

at the Community Gallery

(Santa Fe Convention Center, downtown)

**June 16 & 17 and June 23 & 24 Studios Open**

**Santa Fe Studio Arts Collective** is proud to present **The 2018 Santa Fe Studio Tour**. Local artists, engaged in creating fine art in Santa Fe County, open their studios annually on the last two weekends in June for the Santa Fe Studio Tour.

Open to the public, a free event, this is an unique opportunity for the public to see the artists' latest work and their working environment. This tour allows visitors to map out their own route and see as many studios as they wish. Most studios have an artist demonstrating their techniques and all studios have art for sale.

### Santa Fe Studio Arts Collective

**Our Vision:** Santa Fe Studio Arts Collective is a community of studio artists dedicated to the creation of art as an important and indispensable part of the life and the economy of the City and County of Santa Fe, New Mexico.

**Our Mission:** Our mission is to support local member artists and promote the arts in Santa Fe County. We aim to serve the artists by promoting and sharing their art as a valuable asset for sale through educational, social, and cultural engagement. We aim to go both behind the studio walls and beyond to promote and nurture excellence in artistic creation and appreciation.

**Early Registration ends on September 15, 2017**

**General Registration ends on October 31, 2017**

### Guidelines & Requirements for ALL Participating Artists

1. The tour is open to artists producing gallery quality work, and who have a large enough body of work and a large enough studio space for a successful presentation. Artists must reside in the Santa Fe Area (in city limits, parts of Santa Fe County) or be showing at a studio that meets these requirements.
2. Artists must fill out and submit an Application.
3. Artists must be present and **have the studio open for both tour weekends during the advertised hours of 10 am – 5 pm.**
4. Artists must have an email address.
5. Artists must have a website.



### Guidelines & Requirements for ALL Participating Artists (continued)

6. All sales proceeds received by participating artists remain the property of the selling artist and all costs and taxes incurred from the sale of art by the artist are to remain the responsibility of the artist. As required by New Mexico law, each artist must have a CRS (gross receipts tax) number and be responsible for collecting and paying sales tax for their business. As required by New Mexico law, each artist must have a BUSINESS LICENSE either from the City of Santa Fe or County of Santa Fe depending on where they are located.
7. Each artist must have proof of liability insurance. The Santa Fe Studio Arts Collective is not liable for the property and/or facilities of others nor injury to anyone on property.
8. Each artist must serve on a committee for a minimum of 8 hours. An \$80 Committee Service Guarantee check is due at the time of registration. This check will be returned at the end of the Tour, if you meet these committee service requirements. If you elect to not serve on a committee, you can check the appropriate box and the \$80 check will be deposited along with the registration fee. This requirement is waived for Committee Chairs.
9. Each Studio will be supplied 1 metal A-Frame and 2 H-Frames, each with appropriate SFST directional signs. Extra H-Frame with directional signs will be available for an additional nominal fee. ALL SIGNS MUST BE RETURNED at the end of the Studio Tour. **A \$50 Sign Deposit Check** is due AT THE TIME THE SIGNS ARE PICKED UP. The Sign Deposit Check will be returned to the artist when the signs are returned.
10. Studio Sharing - If your studio is big enough to share with other artists for the Tour, we will help match up artists that have extra space with artists that need space. Please indicate on the application if you would like to have another artist in your space and/or if you want to share someone's studio. Each artist in a shared studio must fill out an application and pay the appropriate registration fee.
11. Artists agree to be responsible for their own self-promotion by notifying clients, friends, family, etc. All SFST branding and logos must be used with your self-promotion. SFST brands and logos will be supplied upon request.
12. Artists will submit 5 – 8 high quality images for use in brochures, SFST website and advertising:  
Resolution: 350 dpi each,  
Dimensions: longest side 6"  
NOTE: You may include an image of yourself working in the studio (and "action" shot) as well as images of individual pieces of your work. Instructions will be provided on how to submit via email or drop box in Late February 2018 at the General Meeting (date TBD).
13. Artists will need to proof-read and approve all information for the brochure, map, SFST website, and advertisements by the deadlines provided. If corrections or changes are not submitted by those deadlines, we print as is.
14. All proofs, notifications of meeting dates and communications will be sent to the email address supplied on your application. It is the artist's responsibility to stay informed.
15. Artist or artist's representative must attend 3 meetings:  
**Meeting #1** Mid-Feb., TBD: Map locations, donations, photos, and committee assignments.  
**Meeting #2** Late May, TBD: All participates (or representatives) must be present. Budget review, committee reviews, to-do list for tour, pick up signs and brochures.  
**Meeting #3** Late June, TBD, Wrap Up Party and SFSAC corporate annual general meeting.



**SFST Fees:**

**Participation Fee (nonrefundable)**

Early Registration (postmarked on or before September 15, 2017) .....\$150.00

If you have a promo code, enter it here:

Registration (postmarked on or before October 31, 2017) .....\$200.00

**Committee Service Guarantee ..... \$80.00**

Will be returned at the end of the Tour if the artist meets the committee service requirements.

CHECKS MADE PAYABLE TO:

**SFSAC/SFST 2018**

MAIL TO:

**SFSAC**

**P.O. Box 6882**

**Santa Fe, NM 87502**

**TWO SEPARATE CHECKS MUST ACCOMPANY YOUR APPLICATION.**

**Early Registration ends on September 15, 2017 - General Registration ends on October 31, 2017**

**Questions? e-mail: [info@santafestudiotour.com](mailto:info@santafestudiotour.com)**

**Thank you for your interest in the Santa Fe Studio Tour 2018**



## Santa Fe Studio Tour 2018 Application

### SUBMIT SECTIONS ONE & TWO WITH YOUR CHECKS

### Section One: Fees And Committee Selection

#### 1.) SFST 2018 Participation Fee

**Early registration**  
(postmarked on or before Sept. 15, 2017) ..... \$150.00

**General registration**  
(postmarked on or before Oct. 31, 2017) ..... \$200.00

#### 2.) Committee Service Guarantee Fee ..... \$80.00

To be returned or destroyed after Tour if committee service requirements are met

**MAKE CHECKS PAYABLE TO:**  
SFSAC/SFST 2018

**MAIL TO:**  
SFSAC  
P.O. Box 6882  
Santa Fe, NM 87502

#### Choose a Committee:

1. Administration  
*(skills; email management, meeting support, galley opening reception support, general tour support)*
2. Website Updates  
*(skills: Wordpress)*
3. Social Media & Facebook  
*(skills: Facebook, Twitter, etc)*
4. Distribute Flyers & Brochures
5. Signs
6. Preview Gallery
7. Wrap Up Meeting & Party
8. Press Release
9. Photo Processing  
*(skills: must know Photoshop)*
10. Print Advertising  
*(skills: Creative Suites: Indesign, Photoshop, Proof Reading, Dropbox)*
11. Donations & Thank You Cards

Enclosed: Participation Fee Check      \$ \_\_\_\_\_

Committee Service Fee Check    \$ 80.00

I choose Committee # \_\_\_\_\_.

I do not want to serve on a Committee \_\_\_\_\_.



## Santa Fe Studio Tour 2018 Application

### Section Two:

#### Artist and Studio Information

**For Hard copy submission: PRINT CLEARLY**

THIS INFORMATION IS USED TO COMMUNICATE WITH ARTISTS AND FOR THE BROCHURE, SFST WEBSITE, AND ADVERTISING.

**ARTIST PERSONAL INFORMATION (used by SFST administration for communications prior to the tour)**

Artist Name: \_\_\_\_\_

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

Artist Phone No.: (    ) \_\_\_\_\_

Artist Email: \_\_\_\_\_

Reenter Artist Email: \_\_\_\_\_

Artist/Business CRS #: \_\_\_\_\_

Are you sharing studio space? (  ) Yes or (  ) NO

If Yes, with whom? \_\_\_\_\_

Willing to share studio space? (  ) Yes or (  ) NO

**ARTIST INFORMATION FOR PUBLICATIONS (For use in brochure, maps, advertisements, etc)**

Artist Name: \_\_\_\_\_

Studio Address: (for brochure) \_\_\_\_\_

Cross streets close to studio location: (for brochure) \_\_\_\_\_

Studio Phone No.: \_\_\_\_\_

Artist's Website: (for brochure) \_\_\_\_\_

Artist's Email: (for brochure) \_\_\_\_\_

Medium(s): \_\_\_\_\_

Will you be demonstrating techniques? (  ) Yes or (  ) NO



## Santa Fe Studio Tour 2018 Application

### Section Two:

#### Artist and Studio Information (continued)

The organizers of the Santa Fe Studio Tour and Santa Fe Studio Arts Collective are not liable for the property and/or facilities of others nor injury to anyone on property.

**Artist/ Studio has proof of liability insurance.**

Name of carrier: \_\_\_\_\_

Sign here acknowledging you agree to all terms stated on this form:

DATE: \_\_\_\_\_

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**Questions? e-mail: [info@santafestudiotour.com](mailto:info@santafestudiotour.com)**

**Thank you for your interest in the Santa Fe Studio Tour 2018**