

2012 Fort Collins Studio Tour

Call for Entries – Information and Application

APPLICATION INFORMATION

Please email the completed application form, the signed “Requirements for Participation” form, and images to jshoaff@fcgov.com, or mail the forms with a CD of images to Jeanne Shoaff, The Lincoln Center, 417 W Magnolia, Fort Collins, CO 80521.

The application deadline is March 16, 2012.

Payment of participation fee is not due until notice of acceptance. Artists will be notified if their application is accepted or declined by March 23, 2012. If accepted, the participation fee paid by check or credit card, must be delivered or postmarked by April 30, 2012 to Jeanne Shoaff, Lincoln Center, 417 W. Magnolia St., Fort Collins, CO, 80521. Once received by Lincoln Center, participation fees are non-refundable, unless a Studio Sponsor is secured (see below).

Image Requirements: JPG or TIFF image files, 1920 pixels on the longest side, no larger than 2MB. Five digital images are required for application and, if accepted, may be used for the map/brochure, promotion, and educational purposes. Your preferred image should appear in the first position and, if accepted, may appear in the map/brochure to represent your studio. Images should be 5 different pieces of artwork completed since June 2010 and be representative of artworks that will be on view at your studio during the Studio Tour. Each image should show a single work of art, unless part of a set (as in jewelry or ceramic tea set, etc.).

PARTICIPATION FEES

Individual Artist: \$150

- Artist receives a thumbnail image of their artwork, with name and contact information in the brochure/map.
- Display an artwork of your choosing in the Preview Exhibition (June 14-30 at the Lincoln Center Art Gallery).
- All “Requirements for Participation” apply to the Individual Artist.

Small Group Studio (2-5 Artists): \$250

- The participating artists must share this space as their regular studio throughout the year. Temporary studio set-ups are not permitted. All “Requirements for Participation” apply.
- Each artist in the group who will participate on the Studio Tour weekend must submit 5 images of current work for the jury to review. Please list the Studio Name or partner artist with whom you are associated.
- Artists receive one shared thumbnail image on the brochure/map with 25 characters on one line available to list names or a studio name, and three lines for contact information (address, website and email).
- Each artist is allowed to exhibit one work of their choosing in the Preview Exhibition (June 14-30 at the Lincoln Center Art Gallery).

Large Group Studio (6+ Artist members): \$500

- The participating artists must share this space as their regular studio throughout the year. Temporary studio set-ups are not permitted. All “Requirements for Participation” apply.
- At least 6 artists in the group who will participate on the Studio Tour weekend must each submit 5 images of current work for the jury to review. Please indicate the Studio Name which with you are associated.
- The studio receives one thumbnail image of the studio facility (not artworks) on the brochure/map with the facility name, and three lines for facility contact information (address, website and email).
- There will be limited exhibition space (TBD) for a **group display** in the Preview Exhibition (June 14 – 30, 2012 at the Lincoln Center Art Gallery).
- Before applying, a studio representative should contact the Jeanne Shoaff, 416-2737, regarding their intent to participate as a Group Studio.

Secure a Studio Sponsor and Participate for Free!

Upon acceptance, the committee will forward information to artists about soliciting and securing sponsors for the Tour. Accepted artists may solicit a Studio Sponsor at \$250 who will contribute the artist’s fee of \$150, and contribute \$100 toward the support of the event in exchange for promotional exposure through the event. Please **do not** solicit Studio Sponsorships from our overall Event Sponsors. Any participation fees paid by artists who secure a Studio Sponsor will have their fees reimbursed upon receipt of payment from the sponsor.

ELIGIBILITY

Your studio must have a Fort Collins, Bellvue or Laporte address and zip code, or be within the following boundary roads: County Road 5 on the East, county Road 30 on the South, Highway 1 on the North and Lory State Park/Horsetooth Mountain Park/Roosevelt National Forest on the West.

Artists with studios outside of this boundary area may apply, but locations outside this area may have diminished traffic during the weekend event.

GENERAL INFORMATION

The Fort Collins Studio Tour will be held on Saturday and Sunday, June 23 & 24, 10 am – 5 pm both days. Accepted artists must be available in their studios during all open hours on both days of the tour. Artists should be prepared to welcome several visitors at one time and offer an environment that poses no safety risks to the public.

The Fort Collins Studio Tour is an educational experience that enhances the understanding and appreciation of the visual arts by giving people a first hand experience with the artists in their studios, the creative process and the artwork. Successful Studio Tour artists will

- a) invite people into their working art studio (this could be anything from your kitchen table to your designer-created get-away – as long as it's the place where you make your artwork on a permanent basis),
- b) provide a demonstration area or display so that visitors can either see a work in progress, or otherwise understand the processes, materials and techniques involved in creating your work, and
- c) be prepared to talk with visitors about their art and make sales to visitors

The Lincoln Center will host an exhibit featuring one artwork from each artist from June 14 – 30 at the Lincoln Center Art Gallery. A public reception for the artists will be held on Friday, June 15th, 6-9 p.m.

The Fort Collins Studio Tour is free to the public. Visitors may pick up the map/brochure at the Lincoln Center and other locations around Fort Collins, or may download it from the internet at www.lctix.com. Bike routes will be noted on the map to encourage visitors to leave their cars at home while visiting the studios. Artists should be ready to make arrangements for pick-up or delivery of artwork.

JURY PROCESS

This is a juried competition to insure the participation of artists who are making original artworks at a professional level in diverse media. The jury is comprised of Lincoln Center staff and qualified community advisors. Qualified artists will create artwork that

- a) shows a technical proficiency in handling the medium, with aesthetic ability in composition and design,
- b) reflects a unique style, personal vision and consistency for the body of work presented, and
- c) is of original design and manufacture – no kits or other mass-produced products are allowed.

Jurors will consider the above factors in judging the overall quality of the work. Artists whose work meets the above qualifications in the opinion of the jurors will be accepted. There is no limit to the number of artists accepted. Decisions of the jurors and Lincoln Center staff are final.

**SEE REQUIREMENTS FOR APPLICATION FORM ON PAGE 3.
SEE APPLICATION FORM ON PAGE 4.**

REQUIREMENTS FOR PARTICIPATION

1. Each artist must apply individually, including artists who share or rent studio space from a collectively owned or operated facility. Only accepted artists or studios will appear on the brochure and receive official signage designating their studio as part of the Studio Tour.
2. **Deadline:** Complete applications must be received Friday, March 16, 2012. The application period opens in January, 2012.
3. **Image Requirements:** JPG or TIFF image files, 1920 pixels on the longest side, no larger than 2MB. Five digital images are required for application and, if accepted, may be used for the map/brochure, promotion, and educational purposes. Your preferred image should appear in the first position and, if accepted, may appear in the map/brochure to represent your studio. Images should be 5 different pieces of artwork completed since June 2010 and be representative of artworks that will be on view at your studio during the Studio Tour. Each image should show a single work of art, unless part of a set (as in jewelry or ceramic tea set, etc.).
4. **How to Enter:** Email images and the completed application form to jshoaff@fcgov.com or mail a CD with image files and the completed application form to Jeanne Shoaff, Lincoln Center, 417 W. Magnolia St., Fort Collins, CO 80521 by the deadline noted above.
5. Artists must participate in their actual regular studio space. Temporary or guest studio set-ups are not permitted. No artist who does not regularly work in the space and is not juried into the event is allowed to exhibit in your space during the weekend. Our goal is to produce an authentic tour of working artists' studios that offers a specific cultural experience for the community.
6. In addition to talking to visitors about their creative process, Studio Tour artists must provide an educational experience to visitors by scheduling a demonstration of their artistic process or displaying information about the processes, tools, materials and techniques of their work.
7. Artists must be present in their studio and available to meet the public during all hours of the Studio Tour weekend, June 23-24, 10am – 5pm, Saturday and Sunday. Having a studio assistant available to provide you with breaks and help with sales is strongly recommended.
8. Artists should keep in mind the family nature of this community event and provide signage notifying visitors of the presence of artworks with nudity or mature content. Serving alcohol or other intoxicants during the event hours without a liquor license is prohibited and could put you at significant legal risk.
9. Accepted artists must have the required City, State and County sales tax licenses and must collect and pay all required sales taxes. More information is available at the following numbers: CO Department of Revenue # 303-866-5643 and Fort Collins City Sales Tax Office #970-221-6780.
10. Artists must return a completed survey distributed after the Studio Tour weekend and will be asked to share general sales information, and visitor names and contact information with the Lincoln Center for the sole purpose of promoting future Fort Collins Studio Tour events. Contact lists and studio sales information will not be shared with other persons or organizations.
11. Questions about participation fees or studio qualifications should be directed to Jeanne Shoaff via phone at 416-2737 or email at jshoaff@fcgov.com.

ARTIST AGREEMENT

I, the undersigned artist, agree to abide by all "Requirements for Participation" of the Fort Collins Studio Tour and will release, indemnify and hold harmless the City of Fort Collins, its officers, employees, volunteers, agents and sponsors from any responsibility, personal liability, claims of loss or damage and any injury sustained by me or Studio Tour attendees as a result of my participation in the Fort Collins Studio Tour. Furthermore, to protect the integrity of the Fort Collins Studio Tour event, the artist agrees to not drink or serve alcohol or other intoxicants during the event hours. Failure to comply with these conditions will make the artist ineligible to participate in future Fort Collins Studio Tour events.

Artist Signature

Date

Ellen Martin, for Lincoln Center

Date

APPLICATION FORM

- SELECT ONE: INDIVIDUAL ARTIST (\$150)
 Applying as part of a SMALL GROUP STUDIO (2-5 artists regularly share this studio) (\$250)
 Applying as part of a LARGE GROUP STUDIO (6 or more artists regularly share this studio) (\$500)

ARTIST NAME: _____

GROUP STUDIO NAME/PARTNER ARTIST (if applicable) _____

STUDIO ADDRESS: _____ CITY/ZIP: _____

MAILING ADDRESS (if different): _____ CITY/ZIP: _____

CONTACT PHONE: _____ PHONE FOR BROCHURE (if different): _____

EMAIL ADDRESS: _____

WEB ADDRESS FOR BROCHURE: <http://www.>_____

ENTRY #1

Title: _____

Media: _____

Dimensions (in inches): Height: _____ x Width: _____ x Depth _____

Retail Price: US \$ _____ **OR** Insurance Value (NFS): \$ _____

Year Completed: _____

ENTRY #2

Title: _____

Media: _____

Dimensions (in inches): Height: _____ x Width: _____ x Depth _____

Retail Price: (US dollars) \$ _____ **OR** Insurance Value (NFS): \$ _____

Year Completed: _____

ENTRY #3

Title: _____

Media: _____

Dimensions (in inches): Height: _____ x Width: _____ x Depth _____

Retail Price: US \$ _____ **OR** Insurance Value (NFS): \$ _____

Year Completed: _____

ENTRY #4

Title: _____

Media: _____

Dimensions (in inches): Height: _____ x Width: _____ x Depth _____

Retail Price: (US dollars) \$ _____ **OR** Insurance Value (NFS): \$ _____

Year Completed: _____

ENTRY #5

Title: _____

Media: _____

Dimensions (in inches): Height: _____ x Width: _____ x Depth _____

Retail Price: US \$ _____ **OR** Insurance Value (NFS): \$ _____

Year Completed: _____