

# 2019 Lincoln County Art Loop™ Studio Tour

## Juried Application

Please read this application completely as there have been changes to the participation and volunteer requirements.

### Submission Deadline November 30, 2018

Art Loop™ is a juried exhibition and sale of exceptional hand-made artwork created by resident artists in Lincoln County New Mexico. This is the tour's 24th year and distributes over 2000 brochures with the studio tour map. The studio tour dates are July 5 - 7, 2019, from 10am to 5pm each day.

### Participation Requirements

Artists that work together may apply as one artist but must collaborate on each art piece. Otherwise, they must submit an application separately. Art Loop™ is a studio tour, therefore artists must show their artwork in their own studio or in a studio of another artist who is also accepted into the tour. **No artists may have their studio tour in a commercial art gallery with other Lincoln County artists who are not accepted in the tour.**

If you do not have a studio, effort will be made so that you can show in an accepted artist's studio. Artists are requested to provide short demonstrations of their artistic process during the tour, but this is not required. Artists are required to keep their studio open for the show's duration. **All artists are required to offer one art piece in a studio give-away at the end of the tour on Sunday. All artists are required to ask tour guests to complete the tour's survey during the tour. All artists are required to get two sponsors for the brochure.**

Copyright guidelines: All submitted images for the jury process must be original (e.g. your own idea, your own creation). If you work from photographs they must be your own (**or you have the written permission of the photographer**). The Art Loop™ has your permission to use the images you have submitted in the Art Loop™ brochure, print ads, and Facebook Ads to promote the show. The Art Loop™ has no legal responsibility for any misrepresentations about the work submitted and relies on the integrity of each artist. Should there be a challenge from another artist about authenticity of the ownership of an "original" image, the Executive Committee will interview each party to verify the validity of the complaint. If the Art Loop™ artist is determined to be at fault they will not be invited to participate in future Art Loop's™. Any legal action taken by the complainant or fees assessed by a court are between the two parties involved and the Art Loop™ is held harmless to that dispute.

### Jury Decisions

The three jurors reside outside Lincoln County NM and are professionals in the field of fine art. Jurors' selections are based on the level of technical skill, quality of workmanship, originality of design, and the overall body of work as represented in the submitted images. Art Loop™ acceptance notifications are emailed by January 2, 2019.

### Application Requirements

Each applicant must **reside in Lincoln County**. Complete the request for application and then we will email an application to you. Print the form, complete the form, and mail it and a disc

with (3) quality images of recent work and one (1) image of yourself in your studio. All accepted applicants must have a valid **NM CRS sales tax number**. It's the artist's responsibility to have liability business insurance for his/her studio. Art Loop™ does not provide insurance and is not responsible for any accidents or injuries during the tour.

## **Images**

Each photo must have a minimum image resolution of 300 dpi and 1400 – 2000 pixels on the longer dimension. Please name each photo with the title name of the piece (not your name). The photo files must be saved as a JPG file. Please no "time stamps" or other text in the photo. Art Loop™ 2019 reserves the right to use and reproduce any submitted artwork for advertising purposes. These photos are submitted by saving to a disc or thumb drive and mailing it with the application.

## **Volunteering**

Art Loop™ Studio Tour is an all-volunteer tour. Each artist is required to volunteer at least six (6) hours of their time helping with the tour. Upon registration you will choose three (3) tasks you are interested in working on. The Art Loop™ board will appoint you to work in one or two tasks. Otherwise, you can choose to pay a higher registration fee and opt-out from volunteering. These tasks are listed on the application that will be emailed to you.

If an accepted artist does not assist during the 2019 tour season an invoice for the opt-out fee is sent to them after the show. If this fee isn't paid, they **will not be eligible to participate in future tours** until the payment is received. See the list of tasks and their descriptions on this form.

*All artists on the tour are required to distribute the brochure to business and outlets. All artists are required to sign up two sponsors for the brochure.*

## **Fees**

A jury and application fee of \$25 is paid upon submission of this form and is non-refundable. After acceptance, an invoice for the selected tour fee of \$200 will be mailed to you. Payment is accepted by check and must be paid by or at the first Art Loop™ meeting in January 9, 2019. Payment by check is sent to Art Loop™, PO Box 1661, Capitan NM 88316 and must be postmarked by January 9, 2019.

## **Scholarships**

Art Loop's™ commitment to the local community to promote art and artist offers new emerging artists in the community a show scholarship. This is for first time applicants only. The applicant pays only the application fee, must volunteer the 6 + hours of their time helping. A studio is provided if the artist doesn't have one to show in. Scholarship applicants must submit this form and a statement, 100 words or less, as to why they should be considered based on need or merit.

## **Alumni Fee \$100**

All past Art Loop™ artists registered as alumni are allowed to continue to participate as a voting member only. Your studio will not be included on the map, but will receive mention on the website and brochure as an alumnus. Please complete this form choosing the Alumni radio button.

## **Reminder**

Remember incomplete applications will not be accepted.

- Complete the emailed form
- Pay application fee (\$25)
- Upload 3 photos of your work on a disc, or thumb drive.
- Upload 1 photo of you working in your studio on a disc or thumb drive.
- Mail the application to 164 Antelope Trail, Nogal NM 88341

## **Application Form**

### **Your name/Business name:**

(Enter your first and last name. If combined artists enter both names.)

### **Mailing Address:**

### **Physical Address (if different):**

### **Phone Number:**

### **Email Address:**

- I require a studio for the show.
- I do not require a studio for the show.

**Artist's statement and a description of your art medium. Please limit statement to two sentences.**

### **Show Fee Choice (Select one) Paid upon your acceptance into the show in addition to the \$25 application fee and is due by January 9, 2019**

- \$200 fee + volunteer at least 6 hours
- \$400 fee non-volunteer
- \$25 Scholarship (only paying for application fee).
- \$100 Alumni

### **Complete this section only if selecting Scholarship**

Describe why you should be considered, based on need or merit.

## Images on Disc or Thumb drive

Art Loop™ 2019 reserves the right to use and reproduce any submitted artwork for advertising purposes.

### Artwork 1

Title:

Description

### Artwork 2

Title:

Description

### Artwork 3

Title:

Description

## Studio Image

## Volunteer Task Choices

All artists are required to get two sponsors for the show, distribute brochures, and attach mailing labels in addition to volunteer work for the show.

Choose three (3) tasks you are interested in working on for your volunteer time.

### **Banner Person:**

- Updates the dates on the banner.
- Hangs the banner on the tennis court fence June 24 – July 8, 2019.
- Requests the dates for the following year at the Village.

### **Face Book Social Media** Training will be offered using the automated FaceBook system.

- Schedules posts for the Art Loop™ Face Book page.
- Responds to comments or questions on the Face Book page.

### **Email Advertisement:**

- Sends email notices to our mailing list about the upcoming Art Loop™ tour.
- Two mailings, early April and June 1.

- ❑ **Website updates:**
  - Updates the website with new photos, descriptions, and an artist map.
  - Posts a list of sponsors onto the website.
- ❑ **Radio Interviews:** This person goes to the radio stations and talks about Art Loop™ to the DJs.
- ❑ **Sponsorship Sales Coordinator:**
  - Receives the Sponsorship information forms and checks from the members.
  - Reviews each check to see if additional information needs to be included on the information form and gets all the checks to the Treasurer.
  - Keeps all the sponsorship information forms for verification.
  - Keeps the Website and Brochure chair persons informed of all the sponsors and their levels Benefactor, Patron, and Enthusiast.
- ❑ **Brochure Distribution Chairperson:**
  - Assigns a distribution area to each artist.
  - Checks distribution areas making sure maps are distributed.
  - Contacts artists, if needed, letting them know that a particular place needs brochures.
- ❑ **Parade Chairperson:**
  - Completes the paperwork for the Capitán July 4<sup>th</sup> parade.
  - Picks up the dragon and parts from storage.
  - Finds volunteers for the parade.
  - Returns the dragon and parts to storage.
- ❑ **Brochure Design Persons, (3 persons needed):**
  - Plan the brochure layout.
  - Plan the cover layout.
  - Plan the sponsorship ads.
- ❑ **Sponsor Sign Person:**
  - Distributes the signs to sponsors a week before the show.
  - Collects the sponsor signs from sponsors and puts them into storage.
- ❑ **Directional Sign Person:**
  - Sets a time and date for the artists to pick up the yellow sandwich signs and directional signs.
  - Keeps track of each artist checking the signs back into storage.

**Press Release Writer:**

- Writes news releases to magazines and newspapers

**Website Backup:**

This person will work with Karen McCort for the year 2019 and assume responsibility for maintaining the website in 2020.

**Treasurer's Backup:**

This person will work with Vicki Conley in 2019 and assume the position of Treasurer in 2020.

**Application Signature:**

I have read the application for the 2019 Art Loop™ and Studio Tour and I agree to the terms and conditions stipulated in by selecting to submit this application. I certify that my photos are of my work and I own the rights to them. I further agree that the the Art Loop™ may use all images submitted in brochures, print ads, and Facebook Ads to promote the show.

Signature of applicant \_\_\_\_\_

Dated \_\_\_\_\_