

# 2025 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: December 31, 2024

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 29<sup>th</sup> year and we distribute over 2000 brochures with the studio tour map.
- The studio tour dates are **July 5-7, 2025**, from 10am to 5pm each day.

### Participation Requirements

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.

- Artists that work together may apply as one artist but must collaborate on each art piece. Otherwise, they must submit separate application
- All artists are required to attend at least 5 meetings held at the Sonterra Fire Station House (Meeting dates: 1/8/25, 2/12/25, 3/12/25, 4/9/25, 5/7/25, 6/11/25, 7/9/25.)
- **No artists may have their studio tour in a commercial art gallery with other Lincoln County artists who are not accepted into 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 tour and these sponsors will be included in the brochure. (or pay \$150 to sponsor themselves)**

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™ events. 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: Only new artists who have never been juried into Art Loop™ will be juried and need to pay \$25 jury fee.** 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 5th, 2025**. **Application Requirements: Paperwork and images: Due December 31, 2024** Each applicant must **have residence in Lincoln County**.

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.

## **Volunteering**

**Art Loop™ Studio Tour is an all-volunteer organization.**

- Each artist is required to volunteer at least eight(8) hours of their time helping with the tour.
- With the 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 of your choices for you to complete your volunteer work. These tasks are listed on this application form.
    - Otherwise, you can choose to pay a higher registration fee (\$400) and opt-out from volunteering.
  - If an accepted artist does not assist during the 2022 tour season, an invoice will be issued to the artist 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 below 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 of \$25 for new artists** is paid upon submission of this form and is non-refundable.

After acceptance, an invoice for the selected **tour fee of \$250** (*\$400 if you opt-out of volunteer work....you are still responsible for obtaining sponsorships listed below*) will be mailed to you. Payment is accepted by check and must be paid by or at the first Art Loop™ meeting, **JANUARY 10th . 2025 , Fort Stanton Fire Station on Airport Road at 6PM**

## Scholarships

Art Loop™ commitment to the local community to promote art and artists offers new emerging artists in the community a show scholarship.

- This is for first time applicants only. The applicant pays only the application fee (\$25) and must volunteer the 8+ 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, provided below, and a statement 100 words or less, as to why they should be considered based on need or merit.  
*If awarded scholarship, artist is responsible for attaining two sponsorships or paying the \$200 fee)*

## Alumni Fee

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.

**Remember incomplete** application will not be accepted

- Complete the emailed form
- Pay jury fee (\$25) *if you are a new artist.*
- Upload 3 photos of your work on a disc, thumb drive, or email to [Rory@Combsdesign.com](mailto:Rory@Combsdesign.com)
- Upload 1 photo of yourself working in your studio on a disc,thumb drive or email to [Rory@combsdesign.com](mailto:Rory@combsdesign.com)
- Each artist must complete the whole application form and email the form, with images in proper form via the website application submission or mail the completed form and images (to include three(3) quality images of recent work and one(1) image of yourself in your studio) on a disc, thumb drive or other easily accessible method of transferring images to
  - Rory Combs at [Rory@Combsdesign.com](mailto:Rory@Combsdesign.com)
  - **or mail your application with fees and images to**

**Rory Combs  
PO Box 7607  
Ruidoso, NM 88355**

**Lincoln County ArtLoop™ APPLICATION FORM**

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Name:

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

Business name:

Mailing Address:

Physical Address (if different)

Phone Number:

Email Address:

Your Website:

I require a studio for the show

I do not require a studio for the show

**Artist 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 8, 2025****

**\$250 fee + volunteer at least 6 hours**

\$400 Fee non-volunteer artist **(Every artist must distribute brochures to local businesses)**

\$25 Scholarship (only paying for jury fee).

\$100 Alumni Fee

**\$150** Fee to replace getting two(2) sponsors for the brochure

Complete this section only if selecting Scholarship: *Describe why you should be considered for scholarship, based on need or merit:*

**Images** on Disc, Thumb Drive or emailed to [Rory@Combsdesign.com](mailto:Rory@Combsdesign.com)

**Art Loop™ 2025 reserves the right to use and reproduce any submitted artwork for advertising purposes.**

**All images must be 300 dpi**, Labelled with: **Lastname.TITLE,jpeg** Images submitted in other forms will be returned to be edited by the artist to the correct form.

Artwork 1:

Title:

Description:

Artwork 2;

Title:

Description:

Artwork 3:

Title:

Description:

Studio Image (of yourself in studio) Labelled with: **Lastname.STUDIO,jpeg**

Name

Description:

### **Volunteer Task Choices:**

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

Choose three(3) tasks you are willing to commit to working on for your volunteer time:

#### **\_\_\_ Banner Person**

- Updates the dates on the banner
- Hangs the banner on the tennis court fence (**June 27 – July 5, 2025**)
- 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™ FaceBook** page
- Responds to comments or questions on FaceBook page.

#### **\_\_\_ Email Advertisement:**

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

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**Website** Judy Pekelsma

- Updates the website with new photos, descriptions, and an artist map.
- Posts a list of sponsors onto the website with their logos

\_\_\_ **Website Backup:**

- This person assists Judy Pekelsma for the year 2025 and **will assume responsibility for maintaining the website in 2026**

\_\_\_ **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, or 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.

\_\_\_ **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

\_\_\_ **Treasurer's Backup:**

- This person will work with Lori Coleman in 2024 and assume the position of **Treasurer at the end of Lori's term.**

**Application Signature:**

I have read the application for the **2025 ArtLoop™** 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 own work and I own the rights to them. I further agree that the **ArtLoop™** may use all images submitted in brochures, print ads, and Facebook Ads to promote the show. I am including my application fee of \$25 (new artists) and **will pay my tour fee of \$250 by January 8, 2025**, our first meeting.

Signature of the applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Please make a copy of this application for yourself so that you know what you need to do as a volunteer.

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