



What:	Open Studios and Arts Trails, featuring a wide variety of art and art experiences.
Who:	Artists who exhibit in studios within Samford and the Surrounding Areas.
When:	The first four weekends in June, 2019: 1 and 2/6; 8 and 9/6; 15 and 16/6 and 22 and 23/6
Where:	Samford Valley and surrounds: Mt Glorious to Mt Mee and everywhere in between, Moreton Bay Region.

1.0 Instructions:

*This is an editable PDF which means that you can edit the fields using Adobe Acrobat or similar software. Please read, complete the fields and do a 'save as' of the document to your desktop with your name as the title of the file and return by attaching to an email along with your image files no later **Saturday 23rd February, 2019** to **trails19@creativesamford.com**. Please keep a copy of the file for your own reference.*

In submitting this application, you are agreeing to the following terms and conditions:

2.0 Terms and Conditions:

1. Workshops can be conducted on any weekend in June, including the weekend 29th and 30th June (no exhibitions will take place on this weekend).
2. Workshops conducted as part of the 2019 Arts Trails and Open Studios must be advertised in the workshop booklet.
3. For confirmed Open Studio exhibitors, there is no extra cost to advertise in the booklet.
4. For others wishing to offer workshops, there will be a \$50 fee to advertise the workshop/s. This amount is not refundable.
5. All workshop facilitators MUST be a financial member of Creative Samford for 2019. Individual membership is \$25 per annum and applications for membership can be made via the website at <https://creativesamford.com/join/>
6. Venue for the workshops are to be arranged by the workshop facilitator, and the venue address MUST be included in this application.
7. Each individual artist must hold current public liability insurance coverage to the value of \$20M (or higher) that covers the opening of the venue location to the public for business purposes for the duration of the Samford and Surrounds Arts Trail and Open Studios 2019. Facilitators must similarly have appropriate insurance to conduct workshops. The organisers of the event are in no way responsible for providing insurance cover. A copy of Insurance Certificate of Currency must be supplied to Creative Samford Inc by 1/5/2019. Companies which may be able to assist with insurance coverage include *The Flying Arts Alliance*, *National Association of Visual Arts (NAVA)* and *Duck for Cover*.
8. Facilitators of workshops for participants under the age of 18 must also provide evidence of Clearance for Working with Children and Young People (Blue Card).



3.0 Workshop Details:

N.B. These details should be as you wish them to appear in promotional materials.

Name of contact person	
Studio or Business Name	
Contact Number	
Email	

Workshop 1:

Title of Workshop	
Name of workshop facilitator	
Description (30 words for booklet)	
Address of workshop	
Date of workshop	
Start time	
Finish time	
Duration	
Cost per person	
Participants to bring/wear	
Materials supplied	



Workshop 2:

Title of Workshop	
Name of workshop facilitator	
Description (30 words for booklet)	
Address of workshop	
Date of workshop	
Start time	
Finish time	
Duration	
Cost per person	
Participants to bring/wear	
Materials supplied	



Workshop 3:

Title of Workshop	
Name of workshop facilitator	
Description (30 words for booklet)	
Address of workshop	
Date of workshop	
Start time	
Finish time	
Duration	
Cost per person	
Participants to bring/wear	
Materials supplied	



Workshop 4:

Title of Workshop	
Name of workshop facilitator	
Description (30 words for booklet)	
Address of workshop	
Date of workshop	
Start time	
Finish time	
Duration	
Cost per person	
Participants to bring/wear	
Materials supplied	

4.0 Key Dates

Final date for submission of artwork/text for workshops inclusion in booklet	23/2/19
Final date for payment of participating artist invoices	28/2/19
Risk Management Assessment of participating studios	April 2019
Final date for submission of copy of Insurance Certificate of Currency (and blue card if appropriate)	1/5/19
Samford and Surrounds and Open Studios	1/6/19-23/6/19
Dedicated Workshop Weekend	29/6/19-30/6/19



5.0 Image for booklet

Please ensure you read and follow the instructions regarding images.

You must provide a 1 – 2 images as part of this application. The images you provide will potentially be published in booklets, on social media and other publications, so you need to ensure that they are the best quality possible. Initially they will be used for selection purposes.

- You must ensure that you own copyright for any images provided to advertise workshops.
- Images should be supplied at 300dpi for publication purposes but should not exceed 1MB each.
- Images will be accepted in the following formats only: .jpg, .tiff, .png, .psd.

- Please save your image filenames so that it reads:
your surname_title of workshop_number of preference. eg Russell_Watercolour_1
- Please list in order of preference that they will be displayed (no.1 will be used for the main brochure image)

6.0 Copyright Agreement

Scope:

This licence agreement covers all written content and photographs supplied by the workshop facilitator to the publisher as part of the artist's participation or involvement in the Samford and Surrounds Arts Trails and Open Studios, known as 'The Trails'. Photographs and written content are referred to as 'materials' and Creative Samford Inc as 'The Publisher'.

Assertion:

The artist certifies that they are the owner of copyright of the materials and that they permit the publisher to use them for the purposes of promoting the Trails. The facilitator agrees that he/she will be fully liable should any copyright infringement be claimed or discovered subsequent to the agreement. The artist also certifies that they have obtained a model release (if required) for any person or persons depicted in any photographs.

Rights:

The artist grants the publisher the nonexclusive indefinite right to use, reuse, and republish the materials in print and digital formats for the purpose of promoting Creative Samford Inc or the artist. The right includes the right to incorporate the materials into other pre-existing compositions and to use the materials in future compositions.

Alterations:

The artist agrees to allow the publisher the right to edit and/or modify the materials:

- To correct factual, grammatical, syntax, spelling and punctuation errors.
- To remove any material that encourages terrorism, sexism, religious or racial hate or criminal activity.
- To ensure technical suitability for print publication and digital formats.

7.0 Artist Checklist and Agreement



Before submitting your application, please ensure you have:

- Read, understood and completed the application form
- Saved the application form as a .pdf form with your name in the file name on your desktop (or in another folder).
- Prepared 3 – 5 images saved as .jpg, .tiff .png or .psd format; 300dpi; less than 1MB in size and named appropriately (see section 5.0)

To indicate that you are in agreement with the terms and conditions as outlined in this document, please retype your name in the space below:

Please send an email with this file and your 1 - 2 images attached to: trails19@creativesamford.com. If you do not receive a confirmation email within 24 hours, please contact the Arts Trail Coordinator at trails19@creativesamford.com or 0438410145.

Thank you for your interest in the 2019 Samford and Surrounds Arts Trails and Open Studios.