

## SAMFORD AND SURROUNDS ARTS TRAIL AND OPEN STUDIOS 2019

Application pack

What:	Open Studios and Arts Trail, 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:

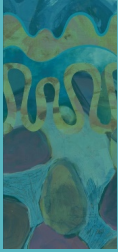
*This is an editable PDF which means that you can edit the fields using Adobe Acrobat or similar software. Please read, complete the fields and do a 'save as' of the document to your desktop with **your name** as the title of the file and return by attaching to an email along with your image files no later than close of business on **Friday 18th January 2019** to [trails19@creativesamford.com](mailto:trails19@creativesamford.com). Please keep a copy of the file for your own reference.*

***It is important that this application be submitted in digital form. If you need help with this, please contact the arts trail coordinator by emailing [trails19@creativesamford.com](mailto:trails19@creativesamford.com)***

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

### 2.0 Terms and Conditions:

1. Inclusion in The Samford and Surrounds Arts Trail and Open Studios is subject to a selection process and selection is not guaranteed.
2. The Arts Trail and Open Studios will operate for the first four weekends in the month of June 2019, from 1/6/19 - 23/6/19 inclusive, during the hours of 10am to 4pm each day. It is expected that artists will participate as much as they can during that period, but in 2019, participants will be able to close their studio on particular days or weekends if they are unavailable (see section 6.0).
3. All participants **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/>
4. Each individual artist, whether sharing a studio or exhibiting on their own must submit an application and is subject to the publication contribution cost of \$150. If artists are found to have contravened this condition, they may be asked to cease their exhibition. An invoice for the amount of \$150 will be sent to each artist after the close of applications and is due no later than COB on 28/2/19. This is the only amount payable by artists. No commission is required on sales made from Open Studios.
5. The fee for participation allows for half of an A5 page feature in the event booklet for each artist or group. This booklet has a distribution of 5000.

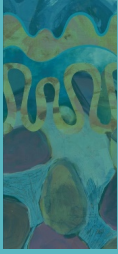


6. Groups of artists of 10 or more members will be subject to the cost of \$400 for the arts trails. This cost contributes to publicity and booklets printed for the arts trail and also allows for a half A5 page feature in the booklet.
7. As a limited time offer, artists or groups can opt to be featured on a whole A5 page in the booklet for an additional cost of \$150; resulting in a total cost of \$300 for an individual artist and \$550 for a group. Do you wish to take advantage of this limited time offer? Offer ends 18/1/19.

Y

N

8. Each individual artist must hold current public liability insurance coverage to the value of \$20M (or higher) that covers the opening of their home, home studio or studio location to the public for business purposes for the duration of the Samford and Surrounds Arts Trail and Open Studios 2019. 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*.
9. All artwork displayed (for sale or otherwise) must be the original work of the artist and be presented in a professional and clean condition, and in compliance with the Creative Samford Inc's Copyright Licence (Section 10.0)
10. Participants must be present in their studio and exercise professional conduct at all times during the program. They will actively promote Creative Samford Inc., the Samford and Surrounds Arts Trail and Open Studios 2019 program, and the other artists and studios included in the 2019 program.
11. Participants will facilitate a health and safety inspection of their studio space and must comply with the recommendations of the Risk Management Plan.
12. In order to facilitate the smooth operation of the program, each participant will be expected to perform an organisational task as directed by the Arts Trail Committee.
13. Participants may be required to report statistical and financial details regarding visits to their studio at the completion of the Open Studios, if required by Moreton Bay Council. **Any of the data collected will be kept strictly confidential and only passed on in non-identifiable, summary form to Council.**



### 3.0 Artist Details:

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

Full Name	
Studio or Business Name	
Contact Number	
Address	
Email	
Facebook <a href="http://www.facebook.com/yourfbname">www.facebook.com/yourfbname</a>	
Web and Other Social media <a href="http://www.yourwebaddress.com">www.yourwebaddress.com</a> <a href="http://www.instagram.com/yourinstaname">www.instagram.com/yourinstaname</a>	

### 4.0 Studio Details

1. Do you have your own Studio Space? Y  N

- Please give the address of the studio you are intending to exhibit in:

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2. Do you have space in your Studio to share with another Artist? Y  N

- If you are happy for another participant to enquire about sharing your space, please give your preferred contact method

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(the Arts Trail coordinator will supply these contact details, after which all negotiations concerning studio space will take place between the parties concerned. Please note that it is not the responsibility of the Coordinator or the Coordination Committee to arrange these places).

3. Studio Access and Parking: Wheelchair /stroller Friendly? Y  N



4. Describe terrain and surface from car park to studio e.g. Flat, paved path approx. 10m with two concrete steps

### 5.0 Artist Statement

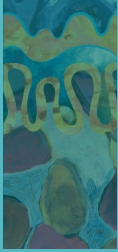
30-50 words about your practice or current work (as it will appear in the Arts Trail booklet)

E.g. Petunia's practice is primarily in oils. Her contemporary landscapes are distinctive with the bold use of pattern and texture.

### 6.0 Artist Availability

Please indicate the weekend days you will be available for the Open Studios by checking the appropriate box. Please leave blank if you are unable to open on a particular day. (N.B. it is expected that you will be involved for as much time as possible). This information can be revised up to the final deadline of 23/2/19.

1/6	2/6	8/6	9/6	15/6	16/6	22/6	23/6



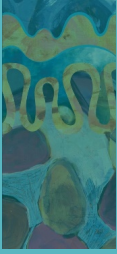
## 7.0 Artist involvement

All artists are expected to contribute to the Arts Trail by volunteering for a job to help facilitate the operation of the Arts Trail. Jobs will include

1. **Promotion and Publicity:** liaising with local business, securing ad bookings, promotion of trail through local media; proofreading of ads, stories and media releases; help with images and preparation for publication; etc.
2. **Health and Safety:** visiting studios with a member of the Arts Trail Committee in order to assess Studios for adequate health and safety considerations; compilation and checking of Insurance Certificates of Currency; etc.
3. **Distribution:** distribution and delivery of publications; placement of signs, workshops assistant etc.

Please indicate areas that you would like to volunteer your services by ranking the areas 1 - 3, where 1 is your highest preference. (Please note that preferences will be considered but are not guaranteed). Please add any specific areas you are skilled or interested in e.g. 'know how to use Photoshop':

Preference	Area of Help	Specific Details
	Promotion and Publicity	
	Health and Safety	
	Preparation of Materials	



### 8.0 Workshops

Workshops, demonstrations and artist talks have been successful in the past and are strongly encouraged as part of the Arts Trail. Please complete the following details regarding workshops.

Are you interested in conducting any workshops, demonstrations or artist talks during the Arts Trail?

Y  N

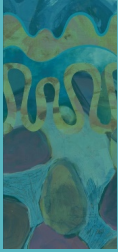
If yes, please provide further details below:

Please check		Specific Details e.g. Watercolour for adults 1 hour	Expected cost per participant
	Workshops		
	Demonstrations		
	Artist Talks		

Please also indicate whether you prefer to conduct the above in your own studio space, or in a central 'workshop' location.

Own Studio Space

Central Location



You will be contacted further if you have indicated you want to conduct workshops. Please be aware that you will need to have proof of adequate insurance and if conducting workshops for people under the age of 18, approval to work with children and young people (blue card).

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*If you would like to offer workshops, but are unable to exhibit in the Open Studios, please contact the Arts Trail Coordinator directly ([trails19@creativesamford.com](mailto:trails19@creativesamford.com)).*

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## 9.0 Image details

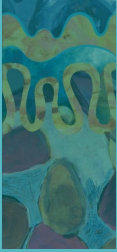
Please ensure you read and follow the instructions regarding images.

You must provide a minimum of 3 and maximum of 5 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.

- For 2 D works ensure that your photo features your work square on. For 3D works, please ensure that the work is dominant in the composition and that the background is simple so as not to interfere with the object you are photographing.
- For groups with 10 or more members, please provide photographs of the artists' work in situ.
- For individual artists, you may include one (1) photograph which features a headshot of the artist in front of the work.
- The photographed work should be indicative of the work which will be in the open studio, but does not have to be available for sale during the open studio period.
- Consider light, perspective and please do not include people except for the headshot as above.
- 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.

### N.B.

You are expected to supply your own images, however If you are having difficulties supplying images as above, please contact the arts trail coordinator ([trails19@creativesamford.com](mailto:trails19@creativesamford.com)) or contact Jon Linkins ([jon@printroomeditions.com.au](mailto:jon@printroomeditions.com.au) or 0417 768 296) for a professional art reproduction consultation.



- Please save your image filenames so that it reads:  
your surname\_title of artwork\_number of preference. eg King\_Daisies\_1
- Please list in order of preference that they will be displayed (no.1 will be used for the main brochure image)

## 10.0 Copyright Agreement

### Scope:

This licence agreement covers all written content and photographs supplied by the artist to the publisher as part of the artist's participation or involvement in the Samford and Surrounds Arts Trail and Open Studios, known as 'The Trail'. 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 artist 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:

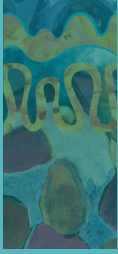
The artist grants the publisher the nonexclusive right to use, reuse, and republish the materials in print and digital formats for the purpose of promoting Creative Samford Inc or the artist. In this case, images will be credited to the artist/photographer. The right includes the right to incorporate the materials into other pre-existing compositions and to use the materials in future compositions for up to one year following the end of the 2019 Arts Trail.

### 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.

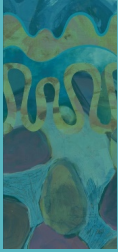




## 11.0 Key Dates

2019 Samford and Surrounds Arts Trail and Open Studios applications open	<b>19/11/18</b>
Closing Dates for Applications	<b>18/1/19</b>
Final date for additional/change of artwork and text for booklet	<b>23/2/19</b>
Final date for submission of artwork/text for workshops inclusion in booklet	<b>23/2/19</b>
Final date for payment of participating artist invoices	<b>28/2/19</b>
Risk Management Assessment of participating studios	<b>April 2019</b>
Final date for submission of copy of Insurance Certificate of Currency (and blue card if appropriate)	<b>1/5/19</b>
<b>Samford and Surrounds and Open Studios</b>	<b>1/6/19-23/6/19</b>

Please add any other information you would like the committee to know pertaining to your application here:



## 12.0 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 3 - 5 images attached to: [trails19@creativesamford.com](mailto:trails19@creativesamford.com). If you do not receive a confirmation email within 24 hours, please contact the Arts Trail Coordinator at [trails19@creativesamford.com](mailto:trails19@creativesamford.com).

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