

# Samford and Surrounds Arts Trail and Open Studios

## Terms and Conditions Agreement 2024

The Samford & Surrounds Arts Trail & Open Studios [**TRAILS**] features a wide variety of arts, crafts, arts experiences and workshops in artists' studios and public spaces in the Samford Valley and surrounding areas. People come from all over South-East Queensland to visit *TRAILS*, so this is an excellent opportunity to exhibit and share your arts practice journey with a wide range of visitors.

### Conditions for participation

1. All participants must be a financial member of Creative Samford Inc.
  - a. If you are not a current member please visit our website to apply: [creativesamford.com/join/](https://creativesamford.com/join/)
  - b. Membership options for individual, family, groups and Associations are available, and valid for the 2024 calendar year.

#### **DEFINITION OF INDIVIDUAL MEMBERSHIP:**

One person

#### **DEFINITION OF FAMILY MEMBERSHIP:**

Members of a family who reside in the same household [up to 3 people].

#### **DEFINITION OF GROUP MEMBERSHIP:**

Small group of 4 – 6 people.

#### **DEFINITION OF ASSOCIATION:**

An Incorporated not-for-profit entity. Commercial spaces and venues are ineligible for Creative Samford Inc. membership however they may wish to support *TRAILS* through sponsorship and advertising in the Guidebook.

- c. For existing members, 2024 membership renewal will be invoiced in early January for **payment by 31<sup>st</sup> January**.
2. The 2024 *TRAILS* will operate over the **first 4 weekends of June, 2024** between the hours of **10am and 4pm** each day. It is expected that artists will participate as much as possible during those dates. If your studio will not be open for one or more days during *TRAILS*, this closure will be noted on our communication literature.
3. Inclusion in *TRAILS* is subject to a selection process. Successful applicants will be notified by December 29<sup>th</sup> 2023.
4. The exhibition studio or venue must be located within our designated catchment area as stated on the Creative Samford Inc. website:

[creativesamford.com/join/](https://creativesamford.com/join/)

## Fees, Terms and Conditions

1. **Participant fee - \$165 per artist.** All participants - whether an individual artist in your own space or an artist in a shared space - are subject to the same fee.
2. In early January, an invoice for \$165 (participation fee) will be sent to each artist, with **payment required by 31<sup>st</sup> January 2024.**
3. The participation fee includes:
  - a. Inclusion in *TRAILS* Guidebook [Half A5 size feature] with Artist's Statement and photos.
  - b. Wide coverage in electronic media and social media channels through the Marketing and Promotion strategy. Exhibiting artists are strongly encouraged to increase awareness of their participation in *TRAILS* by undertaking additional marketing and promotion.
  - c. Public Liability Insurance to the amount of \$20 million, covering opening to the public of the participant's home, home studio or studio location for business purposes for the duration of the 2024 Samford and Surrounds Arts Trail & Open Studios. Please note that this is Public Liability Cover ONLY and does not cover things such as damage to personal possessions, theft, or damage to property.
  - d. In the case of shared commercial spaces: For Creative Samford Inc insurance to be valid, the rental agreement must be between Creative Samford Inc and the owner of the commercial space [vendor] with hiring artist as the contact person. Artists are to negotiate the fees, terms and conditions with the vendor and pay all costs. Artist will forward a copy of the receipt and Hiring Agreement to [trails@creativesamford.com](mailto:trails@creativesamford.com).
4. For an **additional \$150 fee**, artists or groups can place a half A5 size advertisement that will appear under their personal feature. This advertisement must be provided by the artist ready for publication.
5. Participating artists must provide high resolution photographs 300dpi – min 3, max 5 images - to be emailed upon request. Maximum 5MB per image. If you need assistance with these specifications, please contact [trails@creativesamford.com](mailto:trails@creativesamford.com) as soon as possible.
6. Titles on photos must follow this format: **Name of Artist\_title\_medium\_year of creation.** For example:  
  
KatieSmith\_BushSunsetOverTheKimberleys\_AcrylicOnCanvas\_2023
7. All artwork displayed must be the original work of the artist and be presented in a professional manner.
8. Participating artists must ensure their studio/venue is open and staffed during the times advertised.
9. Studio spaces and venues must adhere to health and safety standards and must allow for an inspection by the *TRAILS* Coordinator if requested. This is to ensure there is a risk management plan in place and that any potential issues can be addressed before *TRAILS* commence.
10. You must be self-sufficient during the event. Participating artists are encouraged to coordinate helpers or volunteers to manage visitor enquiries and sales during *TRAILS*.

11. Data collection enables *TRAILS* to be sustainable and is enormously beneficial for grant applications and sponsorship. Participating artists will be required to collect some form of visitor information [numbers of visitors, home base] to assist Creative Samford Inc. in staging future *TRAILS*. This can be as simple as a keeping a Visitor Book or using a tally counter device. Data collection will occur in a post *TRAILS* survey.
12. *TRAILS* is an ideal time to run a workshop. Workshops do not have to be during your studio/venue open times, but they can be, if your space is staffed satisfactorily. Cost of having your workshop promoted in the *TRAILS* Guidebook is **\$75 per advertisement**.

### Copyright Agreement

I hereby assert that I own the copyright of all images, and written content supplied to Creative Samford Inc (the publisher) for use in the 2024 Samford and Surrounds Arts Trail and Open Studios promotion campaign.

I hereby grant Creative Samford Inc. nonexclusive rights to use and re-use the content in print and digital format for the purpose of promotion of Creative Samford Inc, *TRAILS* event, and the artist for marketing and promotion purposes. This period includes the lead-up, *TRAILS* event and post event reflections. This may also include for future marketing purposes.

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

1. Correct factual, grammatical, syntax, spelling and punctuation errors.
2. To remove any materials that encourage discrimination, terrorism or hate of any form.
3. To ensure technical suitability for print publications and digital formats.
4. Include components of the materials in Creative Samford Inc. marketing including the *TRAILS* Guidebook, signage banners or similar items.

### Volunteers - We Need Your Help to make *TRAILS* 2024 a real success!

Creative Samford Inc. is a not-for-profit volunteer run community group and the *TRAILS* do not happen by magic. There is a lot of work involved in making sure the event is a success for participants and visitors alike. To ensure the sustainability of *TRAILS* into the future we need everyone to help as much as they are able, and we will be in touch early in 2024 with ways you can contribute.

<b>KEY DATES</b>	
<b>CLOSING DATE FOR APPLICATIONS</b>	<b>FRIDAY 15 DECEMBER 2023</b>
Notification of acceptance by Committee	Friday 29 December 2023
Final date for payment of Artist Participation Invoices	Wednesday 31 January 2024
Final date for submission of information and images for Guidebook	Friday 23 February 2024
Risk management Assessment of participating studios	April/May 2024
Samford and Surrounds Arts Trail and Open Studios	Saturday 1 June – Sunday 23 June 2024