



## 2024 VIVA Holiday Studio Tour 10am - 4pm, Dec 7-8 & 14-15 *Questions?: [tour@vivartists.com](mailto:tour@vivartists.com)*

### **APPLICATION DEADLINE: Tuesday, October 1, 5 pm.**

*Please review the information in this letter and on the Tour Application as several things have changed.*

**DEADLINE:** Mail or deliver your Application, Task Form, map location, payment and **2 TIFs** (via drop box or email by **5 pm, Tuesday, October 1. This is a firm deadline; no applications will be accepted after this date/time.**

**MAIL: (allow 7 days to be received by deadline)**  
your application packet to:

Lindsay Hart 10524 SW 188th St.  
Vashon WA 98070

OR hand deliver to the same address.

**DO NOT PUT IT IN THE STREET MAILBOX.**

The Application box is clearly marked in the front yard

### **DATES TO PUT ON YOUR CALENDAR:**

- **Wednesday–Tuesday, Nov 6-12**, 10 am - 6 pm, Bag Days, pick up materials (brochures & signs) at Reimnitz Studio, 23514 Kingsbury Rd. Their studio is just around the corner from their garage. Follow the signs from the garage. It will be unlocked. Your bag/signs will be clearly marked with your Tour stop number.
- **Saturday & Sunday, Dec 7-8 & 14-15**, 10 am to 4 pm  
VIVA Holiday Studio Tour
- **Tuesday - Monday, Dec. 17-23**, Return large sign, wire stakes and number sign, **DISASSEMBLED**, to Reimnitz Studio.

### **TOUR REQUIREMENTS:**

- **All studios must comply with the current state and county COVID protocol for public spaces, at the time of the Tour.**  
In addition, individual studios may want to ask for masks-on inside and hand sanitizing. Please provide masks and hand sanitizer to facilitate your requirements. Also, post clearly at your studio entrance your studio's expectations as far as COVID protocol, such as masking, is determined by each individual studio.
- **You must be a VIVA member to participate in the Tour** (including all artists in group shows). VIVA membership is only \$25 per calendar year, valid January 1-December 31.
- Official Tour locations are Vashon artists' studios, group shows and galleries featuring Vashon artists.
- Off-Island guest artists may participate at an Island Artist's studio. The majority of work in any studio must be made on Vashon. Off-Island artists may not apply independent of an Island Studio. Off-Island artists fee is \$75 (includes membership.)
- Participation in Tour means that we work as a group for success. Our fee is the lowest in the region because we are volunteers and work together. Please sign up for a Tour Task.

- Goods for sale are handmade art/crafts: **no 2nd hand items, imports or food products may be sold at Tour Studios.**
- Tour locations must be open all four days during Tour hours.

**PARTICIPANT CATEGORIES:** Each stop on the Tour is located on the brochure and site map,

**Category examples:**

**Studio:** (single or group): Brian Fisher Studio, Play Area Studio  
**Gallery:** Swiftwater Gallery, Valise Gallery, Hardware Store

**FEES: You must be a member to participate (\$25)**

Your fee pays for ads, graphic design, brochure printing, publicity, website, postage, insurance and miscellaneous expenses.

**Studio fee:** \$250 for studio, includes ONE VIVA member

**Additional artists fee:** \$40 per each additional artist at your Tour stop. ie, a studio with 2 VIVA member artists would pay \$290.

**Gallery fee:** \$310 (flat rate)

**Off-Island guest artist** \$75 (this includes 2024 membership)

### **ARTIST BENEFITS:**

#### **PROMOTION:**

- **BROCHURES:** We produce printed Tour brochure/maps. They will come to you via your studio's individual bag that is picked up at Reimnitz Studio, **Wednesday–Tuesday, Nov 6-12 10am - 6 pm.** Please distribute them to all you know on and off-Island. **If you choose to mail them, they MUST be in an envelope.**
  - **At least one image from your stop will be used in the brochure. Please provide TWO HIGH RES images per the "Preparing Your Images" document. YOU MUST follow these guidelines.**
- **WEBSITE/SOCIAL MEDIA:** Submit your longer text content via the online form at <https://vivartists.com/viva/events/tour-web-information/>. **Each Tour stop is encouraged to submit 2 additional images per artist at your stop for use on web/social.** The online form includes directions for sending images.
- **E-VITE:** You will receive an e-vite and brochure PDF by November. Please email this to your contacts to expand our publicity.
- **STUDIO SIGNS:** Your number sign will be in the bag with your brochures at Reimnitz Studio. Please return all 3 sign parts **DISASSEMBLED** to Reimnitz Studio immediately after the Tour, **NO LATER** than Monday, Dec 23rd. **Anyone not returning their signage by that date will be charged for the signs (\$170).**

**INSURANCE:** We maintain a policy for studio artists with Liberty Mutual Insurance for both general liability and personal injury. Please do all you can to make your property safe and eliminate risk to the public.

**Thanks!**



# Application

## 2024 VIVA Holiday Studio Tour

10am - 4pm, Dec 7-8 & 14-15

**Deadline for Entry: Tuesday, October 1, 5 pm**

**Return this Application with Tour Fees worksheet, Task Form, Map, payment & images (unless uploading)**

PLEASE LEGIBLY COMPLETE THE FOLLOWING:

- **Select One:**  **Studio/Group Show** (open during Tour only or by appointment)  **Gallery** (Open all year, featuring Vashon artists during Tour)  
**ALL participants must be VIVA members**

Name of Studio (36 characters MAX (this means letters & spaces)) \_\_\_\_\_

**For brochure**, 1 website, 1 phone number and the mediums you are showing. **50 characters MAX for the mediums.** (Longer description on website) \_\_\_\_\_

\_\_\_\_\_

**For website**, you may have a description of your Tour Stop up to 250 words. To upload your description and additional images, go to <https://vivartists.com/viva/events/tour-web-information/> Deadline to upload the additional info is October 18.

Street Address of Tour Stop \_\_\_\_\_

Phone # at Tour Stop \_\_\_\_\_

Website Address (for publication) \_\_\_\_\_

Studio Contact Person \_\_\_\_\_

Contact email: \_\_\_\_\_ Post address on VIVA website? Y N

Mailing Address \_\_\_\_\_

Contact Phone # \_\_\_\_\_

Number of Brochures your Tour Stop needs (standard batch is 20) \_\_\_\_\_ We are doing an Island-wide mailing to every Vashon address.

By submitting your application, you agree to allow VIVA to use any image you provided for advertising and promotional purposes.

- **Images:** Submit 2 photos (300 dpi TIFs) of your work one of three ways: on disk or flash drive and include with application, OR upload to: <https://bit.ly/Holiday2024-PrintImages> Check which method you used below:

2 TIF files on disc or flash drive

2 TIF files uploaded to Dropbox

By submitting your application, you agree to allow VIVA to use any image you provided for advertising and promotional purposes.

- **Mail (allow 7 days):** this information sheet, Tour fee worksheet, task form, map location, disc or flash drive (if applicable) and check made out to "VIVA" to:

Lindsay Hart  
10524 SW 188th St., Vashon, WA 98070

**OR Deliver to:** Lindsay Hart  
10524 SW 188th St  
DO NOT PUT IN THE STREET MAILBOX  
Drop off Box is clearly marked in the front yard

**Deadline for application is Tuesday, October 1, 5 pm.**

**Wednesday–Tuesday, Nov 6-12, 10am -6pm:** Plan to pick up your brochures and other tour materials at Reimnitz Studio, 23514 Kingsbury Rd. If you can't be there, please send someone in your place. **Please mark your calendar NOW.**



Please return this Tour Fees worksheet, Application, Task Form, payment and images.

- You must be a member to participate.
Make checks payable to VIVA.
Questions? Email: Tour@Vivartists.com or call: 206.419.0199

Tour stop name: \_\_\_\_\_

Member [ ] yes [ ] I wish to join now (membership is through December 31, 2024)-----\$25
[ ] Individual Studio (Tour stop and one artist)----- \$250
[ ] Gallery ----- \$310
[ ] Group Show [ ] Group leader (Tour stop and one artist)----- \$250
Studio leader task choice numbers(s): \_\_\_\_\_

Additional group members info. Please include task numbers from Tour Task Form:

Name Member [ ] yes [ ] join \$25
email [ ] Additional Artist in Studio \$40
phone task number(s) [ ] Off-Island Artist in Studio \$75 (includes 2024 membership)
Name Member [ ] yes [ ] join \$25
email [ ] Additional Artist in Studio
phone task number(s) [ ] \$40 Off-Island Artist in Studio \$75 (includes 2024 membership)
Name Member [ ] yes [ ] join \$25
email [ ] Additional Artist in Studio
phone task number(s) [ ] \$40 Off-Island Artist in Studio \$75 (includes 2024 membership)
Name Member [ ] yes [ ] join \$25
email [ ] Additional Artist in Studio \$40
phone task number(s) [ ] Off-Island Artist in Studio \$75 (includes 2024 membership)
Name Member [ ] yes [ ] join \$25
email [ ] Additional Artist in Studio \$40
phone task number(s) [ ] Off-Island Artist in Studio \$75 (includes 2024 membership)

(Download additional sheets if you have more than six group members)

TOTAL

Vertical column of horizontal lines for recording totals.



# Tour Task Form

**All participating artists  
please return this Task Form with your  
application by Tuesday, October 1, 5pm.**

## Vashon Island Studio Art Tour is a Group Effort.

It succeeds because of the energy and cooperation of all artist participants.

Essential for a good Tour is getting the word out: off-Island, on Island and SOCIAL MEDIA.

We encourage ALL tour participants, whether at a solo or group studio, to help promote the tour by choosing one of the following tasks for each participant at your tour stop.

1. OFF-ISLAND BROCHURE AND POSTER DISTRIBUTION: **Early November through Tour.**  
Critically important! The goal is a 30-mile radius from the island. Buddy-up, go to your assigned area of choice, hit about 10 shops, galleries, coffee stands, etc. and have lunch. Take brochures to work, take brochures any time that you go off-Island. There will be QR-Codes on posters/postcards to direct readers to our enhanced website.  
Committee chair(s) to be determined.
2. ~~SEALS ON BROCHURES Pick up materials at 5/1 for seals, seal return completed to Lindsay Hart. (Estimated week of November 14) This is a very popular task, easy and fast. If you want to do this task get your application in early as it fills up in about a week. Do not choose this task if you will be out of town during the 2 months before Tour.~~ **CLOSED**  
~~Committee chair: Lindsay Hart Tour@vivartists.com 206-419-0199~~
3. INTERNET PUBLICITY: **October - December. Identify** Online magazines, news outlets, blogs, Gallery sites  
Committee chair: Lindsay Hart Tour@vivartists.com 206-419-0199
4. SOCIAL MEDIA: **Ongoing** We need content from artists/studios for Facebook, Instagram, Twitter.  
Do you have the time to make videos at various tour stops other than your own?  
Committee chair: Lindsay Hart Tour@vivartists.com 206-419-0199
5. ON-ISLAND BROCHURE DISTRIBUTION: **November through Tour.**  
Posters and brochures need to go to Island businesses. Weekly refreshing of brochure locations.  
Committee chair(s) to be determined.

Name: \_\_\_\_\_ Name of your Tour Stop: \_\_\_\_\_

E-mail (write legibly please): \_\_\_\_\_ Phone #: \_\_\_\_\_

**For Group locations, please indicate task choices of group members on the application.**

# STUDIO/GALLERY CONTRACT WITH VASHON ISLAND VISUAL ARTISTS

This is an agreement between (print stop name) \_\_\_\_\_, the "Tour Stop", & Vashon Island Visual Artists (VIVA) "the Producer" for a studio tour called the "Holiday Studio Tour 2024," December 7-8 & 14-15, 2024, by which we agree as follows:

- The Tour Stop will remain open during the tour's hours each day of the tour from 10 am-4 pm.
- The Tour Stop will hold harmless and indemnify the Producer against any and all claims and actions arising out of the participation of the Tour Stop in the Tour, including, without limitation, Expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with any liability, suit, action, loss, or damage arising or resulting from the Tour Stop's participation in the Tour. Where prohibited by law, the above indemnification does not include indemnification of the Producer against a claim caused by the negligence or fault of the Producer, its agent or employee, or any third party under the control or supervision of the Tour Stop, other than the Tour Stop or its agent, employee or subcontractor.
- In the case of a criminal proceeding, the Tour Stop will not be indemnified by the Producer.
- The Producer agrees to add the Tour Stop to the Producer's Liability Insurance. A Certificate of Liability Insurance with the stop's and stop owner's name will be issued that is valid for the dates of the Tour. A PDF will be sent to the Tour Stop leader must be posted on the Tour Stop's premises during the Tour.
- The Producer has permission to photograph the Tour Stop's artwork for the purpose of promoting the tour. These images may be used on the tour's website, or in promotional materials to advertise the tour and future tours.
- It is the artist's responsibility to RETURN tour promotional signage to Reimnitz Studio, 23514 Kingsbury Rd, between December 17th and 23rd, by 5 pm. Any Tour Stop not returning their signage by December 23rd at 5 pm will be charged \$170.
- The Producer is not responsible for insuring artwork that is shown on the tour by the Tour Stop.

**The parties signing below agree to the terms of this contract:**

**Tour Stop Representative:** \_\_\_\_\_

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

**Producer Representative:** \_\_\_\_\_

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

- Print this map.
- Please mark your location carefully with a dot.
- Make sure your dot is on the correct side of the street.
- If your street is not on the map, please draw it in.
- return the printed map with your location with your application, task sheet and application fee.
- We will use your mark to proof.

Thank you!

Name: \_\_\_\_\_

Address: \_\_\_\_\_

