



## 2025 VIVA Holiday Tour

10am- 4pm, Dec 6-7 & 13-14

Questions?: [tour@vivartists.com](mailto:tour@vivartists.com)

### APPLICATION DEADLINE:

**Thursday, October 2, 5 pm**

#### MAIL OR DELIVER:

1. Your Application
2. Task Form
3. Map location WITH DOT!
4. Payment
5. Images (If saving to thumb drive - *Dropbox upload preferred*)

#### Address:

VIVA c/o L. Hart, 10524 SW 188th St., Vashon, WA 98070

**DO NOT PUT IT IN THE STREET MAILBOX.** Use the unopened Tour Application Box. **IF MAILING**, allow 7 days.

#### UPLOAD (preferred image delivery)

1. Two TIFs via dropbox (<https://bit.ly/Holiday25-PrintImages>)

**ALL materials above must be received by 5 pm, Thursday, October 2. This is a firm deadline; no applications will be accepted after this date/time.**

### OTHER IMPORTANT DATES

- **Sunday-Saturday, Nov 9-15**, 10 am - 6 pm: Bag Days, pick up materials (brochures & number signs) at J. Reimnitz Studio, 23514 Kingsbury Rd. Their studio door 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. **PLEASE PICK UP AS SOON AS POSSIBLE.**
- **Friday, Dec 5, 5 pm-8pm**: First Friday Tour Kick Off Party
- **Saturday & Sunday, Dec 6-7 & 13-14**: VIVA Holiday Tour
- **Tuesday-Sunday, Dec 16-21**: Return large sign, wire stakes and number sign, **DISASSEMBLED**, to Lindsay Hart at the Outstanding In Its Field Gallery, 10524 SW 188th St.

### TOUR REQUIREMENTS:

- **You must be a VIVA member** to participate in the Tour (including all artists in group shows, unless they are off-island artists - see below). VIVA membership is only \$25 per calendar year, valid January 1-December 31.
- **Off-Island guest artists** may participate at a VIVA member's studio, but 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 artist fee is \$75/guest.
- Official Tour locations are Vashon artists' studios, group shows and galleries featuring Vashon artists.
- All studios must comply with the current state and county COVID protocol for public spaces, at the time of the Tour. Individual studios should provide masks if requiring guests to wear them, and post clearly at your studio entrance your studio's expectations as far as COVID protocol, such as masking.

- Participation in Tour means we work as a group for success. Our fee is the lowest in the region because we volunteer time 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 tour fee pays for ads, graphic design, brochure printing, publicity, website, postage, insurance and miscellaneous expenses.

**Studio fee:** \$250 includes ONE VIVA member

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

**Gallery fee:** \$310

**Off-Island guest artist** \$75/guest

### ARTIST BENEFITS: PROMOTION:

- **BROCHURES:** VIVA produces printed Tour brochure/maps that will be mailed to every address on the island and distributed at island businesses. You will also receive copies for distribution in your studio's individual bag that is picked up during Bag Days in November. Please distribute them to all you know on and off-Island.

- **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.

- **DIGITAL ASSETS:** You will receive an image and brochure PDF by November. Please email this to your contacts to expand our publicity.

- **STUDIO SIGNS:** Your Stop # sign will be in the bag with your brochures at Reimnitz Studio to be picked up November 9-15. Please return all 3 sign parts and clips to Lindsay Hart, 10524 SW 188th St, Dec 16-21, Noon to 5 pm. **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.



# Application

2025 VIVA Holiday Studio Tour

10am- 4pm, Dec 6-7 & 13-14

**Application Deadline: Thursday, October 2, 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)  
**ALL participants must be VIVA members or pay off-island fee** ☐ **Gallery** (Open all year, featuring Vashon artists during Tour)

Name of Studio (36 characters MAX (letters AND spaces)) \_\_\_\_\_

**For brochure, 50 characters MAX for the mediums, etc.** (Please provide a longer description for website through the online form)

\_\_\_\_\_  
\_\_\_\_\_

**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 21.

Street Address of 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 (20 is the average) \_\_\_\_\_

- **Images:** Submit 2 photos (300 dpi TIFs) of your work one of two ways: on disk or flash drive and include with application, OR upload to: <https://bit.ly/Holiday25-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 with location, disc or flash drive (if applicable) and check made out to "VIVA" to:

VIVA c/o 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 Thursday, October 2, 5 pm.**



**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, 2025)-----\$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

Name \_\_\_\_\_ Member ☐ yes ☐ join \$25

email \_\_\_\_\_ ☐ Additional Artist in Studio \$40

phone \_\_\_\_\_ task number(s) \_\_\_\_\_ ☐ Off-Island Artist in Studio \$75

Name \_\_\_\_\_ Member ☐ yes ☐ join \$25

email \_\_\_\_\_ ☐ Additional Artist in Studio \$40

phone \_\_\_\_\_ task number(s) \_\_\_\_\_ ☐ Off-Island Artist in Studio \$75

Name \_\_\_\_\_ Member ☐ yes ☐ join \$25

email \_\_\_\_\_ ☐ Additional Artist in Studio \$40

phone \_\_\_\_\_ task number(s) \_\_\_\_\_ ☐ Off-Island Artist in Studio \$75

Name \_\_\_\_\_ Member ☐ yes ☐ join \$25

email \_\_\_\_\_ ☐ Additional Artist in Studio \$40

phone \_\_\_\_\_ task number(s) \_\_\_\_\_ ☐ Off-Island Artist in Studio \$75

Name \_\_\_\_\_ Member ☐ yes ☐ join \$25

email \_\_\_\_\_ ☐ Additional Artist in Studio \$40

phone \_\_\_\_\_ task number(s) \_\_\_\_\_ ☐ Off-Island Artist in Studio \$75

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

**TOTAL**



# Tour Task Form

**All participating artists  
please return this Task Form with your  
application by Thursday, October 2, 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: Mid-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 is Zuz Korbearova
- ☐ **2. SEALS ON BROCHURES** Pick up materials at Lindsay Hart's gallery, seal, and return completed to Lindsay Hart.  
(Estimated week of November 14) **This is a very popular task**, easy and fast. **Do not choose this task if you will be out of town during the 2 months before Tour.** Committee chair: Lindsay Hart Tour@vivartists.com 206-419-0199
- ☐ **3. INTERNET PUBLICITY: March - May: 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: May through Tour.**  
Posters and brochures need to go to Island businesses. Weekly refreshing of brochure locations.  
Committee Chair is Lisa Witherspoon

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 2025," Dec 6-7 & 13-14, 2025, 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-5 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 should available 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, in social media or in promotional materials to advertise the tour and future tours.
- It is the artist's responsibility to RETURN tour promotional signage to Lindsay Hart at The Outstanding In Its Field Gallery, December 16-21, between Noon and 5 pm. Any Tour Stop not returning their signage by December 21st 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: \_\_\_\_\_

