



STUDIO TOUR

2026 VIVA Holiday Tour

Dec 5-6 & 12-13, 10am-4pm

APPLICATION DEADLINE: Sunday, September 27, 5 pm

- ALL materials below must be received by deadline. No exceptions.
- Questions? Email: tour@vivartists.com
- **MAIL OR HAND DELIVER the following:**
 1. Your Application
 2. Task Form
 3. Map location WITH DOT!
 4. Contract
 5. Payment
 6. Images (If using thumb drive - *Dropbox upload preferred*)

MAIL OR DELIVERY ADDRESS:

- VIVA c/o Hart, 10524 SW 188th St, Vashon, WA 98070
- **IF HAND DELIVERING:** Use Tour Mailbox in front yard.
- **IF MAILING,** allow 7 days.

IMAGE UPLOAD INSTRUCTIONS (preferred image delivery)

- **Upload** Two TIFs to dropbox (<https://bit.ly/Hol26-HiRes>)

PARTICIPANT FEES

There are two types of tour stops: studios & galleries/retail.

Studio: \$250 (includes one VIVA member)

Additional Artist fees:

- Additional VIVA member: \$40
- Off-Island Guest Artist: \$75

Gallery/Retail: \$310 (Open all year, features Vashon Art)

TOUR REQUIREMENTS:

- **All participants must be VIVA members** with the exception of guest 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.
- **Official Tour locations** are Vashon artists' studios, group shows and galleries featuring Vashon artists.
- **Goods for sale are handmade art/crafts.** No 2nd hand items, imports or food products may be sold.
- **Tour locations** must be open all four (4) days during Tour hours.
- **All participating artists** are asked to help get the word out! Sign up on the task sheet for the distribution of advertising collateral, social media posting etc.

ARTIST BENEFITS:

Your fees pay for all tour expenses including:

PROMOTION:

- **BROCHURES:** Featuring images and information on each studio and a map with tour stops distributed on and off island. **At least one image from your stop will be used in the brochure.**
- **POSTERS & POSTCARDS:** distributed on and off island
- **WEBSITE/SOCIAL MEDIA:** Additional images, longer descriptions, videos and an interactive map
- **DIGITAL ASSETS:** You will receive an image and brochure PDF by mid-April. Please email this to your contacts to expand our publicity.
- **ADDITIONAL EFFORTS:** Ferry board, newspaper and magazines and more
- **STUDIO SIGNS:** Your stop number sign will be in the bag with your brochures to be picked up during Bag Days.

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.

IMPORTANT DATES

- **Application deadline: Sunday, September 27th, 5 pm**
- **Additional Tour Website info deadline: October 19th.** You can include additional content for the website (up to 250 words and 7 images) <https://vivartists.com/viva/events/tour-web-information/>
- **Bag Days: Wed-Wed, Nov 4-11, 10 am-6 pm:** Pick up materials (brochures & number signs) at the 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.**
- **Saturday & Sunday, Dec 5-6 & 12-13: VIVA Holiday Tour**
- **Return signage: Tue-Sun, Dec 15-20, Noon-5 pm:** Disassemble and return large sign, wire stakes and number sign, to Outstanding In Its Field Gallery, 10524 SW 188th St. Anyone not returning their signage by Dec 20 will be charged for the signs (\$170).



Application

2026 VIVA Holiday Studio Tour

10am- 4pm, Dec 5-6 & 12-13

Application Deadline: Sunday, Sep. 27, 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 or pay off-island fee

Name of Studio (36 characters MAX (letters AND spaces)) _____

For brochure, the name & PRIMARY medium of each artist at your studio (Provide longer description for website thru 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 19th.

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) _____

Does your stop have wheelchair access?: ☐ Yes ☐ No

- **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/Hol26-HiRes> Check which method you used below:

☐ 2 TIF files on flash drive with application

☐ 2 TIF files uploaded to Dropbox

By submitting your application, you agree to allow VIVA to use any image you provide 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 Sunday, Sep 27, 5 pm.



Please return this tour fees worksheet, application, contract, 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, 2026)-----\$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

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

TOTAL



Tour Task Form

Please return this Task Form with your application by Sunday, Sep 27, 5pm.

Vashon Island Studio Art Tour is a Group Effort.

All participants are asked to help get the word out! Please help us coordinate our efforts by filling out this form and returning it with your application materials.

Tour stop leader please identify the promotional activities that you and the other artists at your stop (if applicable) will be helping with. Distributing our print collateral on and off -island and posting about the tour on social media is imperative to a successful tour and we need your help!

Your responses will let us know how many posters, postcards and brochures to include in your bag on Bag Day. THANKS IN ADVANCE!!

- ☐ **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.
- ☐ **2. MAIL PREP:** (limited to 9-13 people) Help in preparing promotional materials to be mailed.
- ☐ **3. INTERNET PUBLICITY: October - December: Identify** Online magazines, news outlets, blogs, Gallery sites that will include information about the tour.
- ☐ **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?
- ☐ **5. ON-ISLAND BROCHURE DISTRIBUTION: November through Tour.**
Posters and brochures need to go to Island businesses. Weekly refreshing of brochure locations.

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 2026," Dec 5-6 & 12-13, 2026, 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 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, Dec. 15-20 , between Noon and 5 pm. Any Tour Stop not returning their signage by Dec 20th at 5 pm may be charged \$170.
- The Producer is not responsible for insuring artwork that is shown on the tour by the Tour Stop.

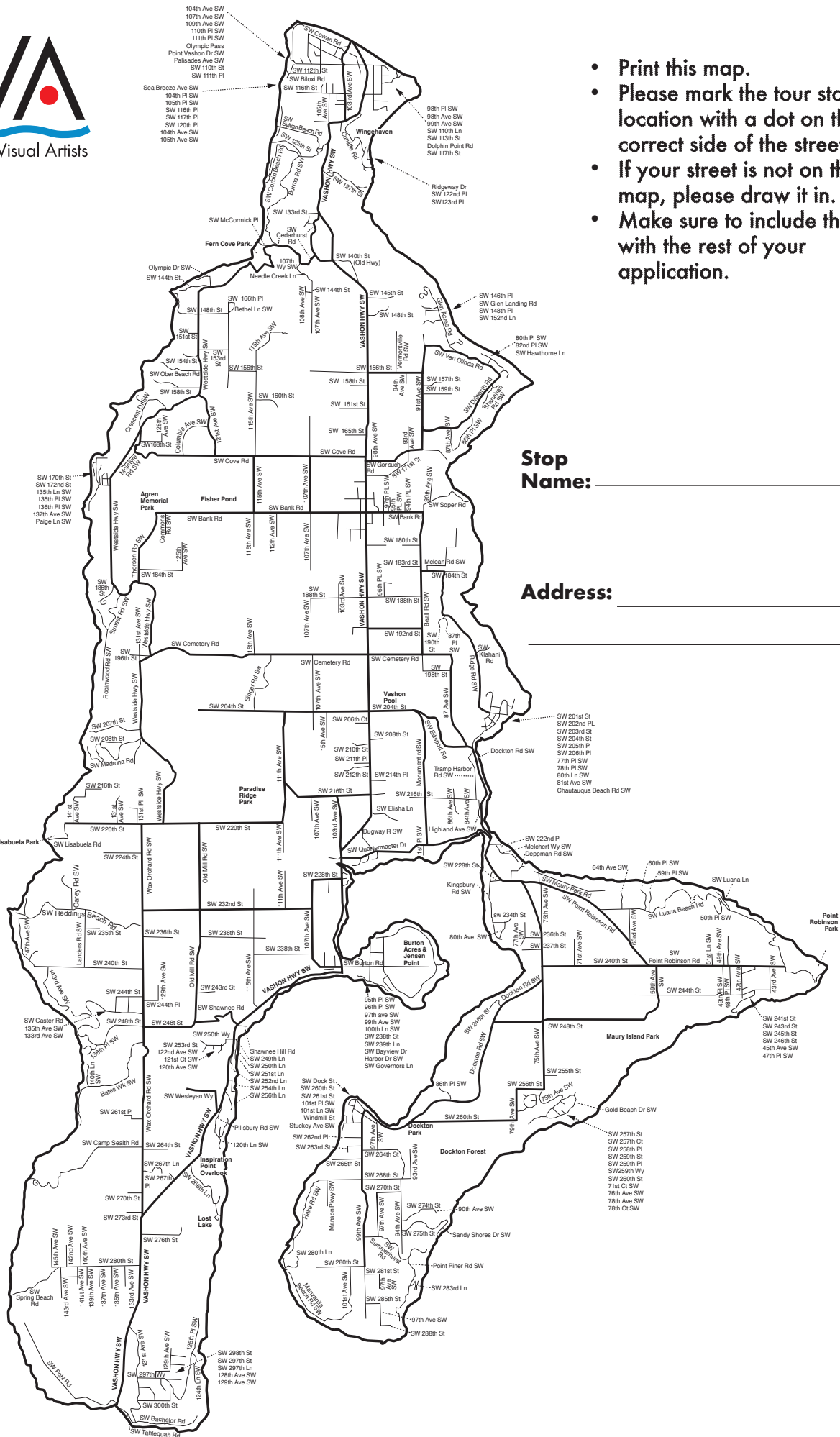
The parties signing below agree to the terms of this contract:

Tour Stop Representative: _____

Date: _____

Producer Representative: _____

Date: _____



- Print this map.
- Please mark the tour stop location with a dot on the correct side of the street.
- If your street is not on the map, please draw it in.
- Make sure to include this with the rest of your application.

Stop Name: _____

Address: _____