

# Bainbridge Island Studio Tour

## 2023 Artist Application Form



### ABOUT THE TOURS

**Summer:** The Summer Studio Tour is an outdoor art show held the second weekend in August. Local artists open their studios while other artists join them in garden settings with live music to create an inviting marketplace of fine art. Bainbridge Island and off-island visitors anticipate this enjoyable event, which has been held since 2001.

**Winter:** The Bainbridge Island "Winter Studio Tour & Sale" is the *original* Studio Tour and has been a mainstay since 1984. Held on the first weekend in December, it offers an opportunity to purchase fine arts and crafts for the holidays and is a well-established, well-attended tradition. The Winter Tour is held in both artists' studios and community halls.

### LOCAL ARTISTS

The Studio Tours are open to Bainbridge Island (BI) residents. Non-island resident participation is limited to artists living full time in Washington State within the boundaries of Kitsap County, Clallam County, eastern Jefferson County, the northern part of Mason County, and the northern part of Pierce County (Gig Harbor and the Key Peninsula). Exceptions include non-island artists who are grandfathered in and remain active in the Tour (see Bylaws for complete details).

### ORIGINAL WORK

As a juried venue of artwork, we look for professional work, designed and crafted by the artist, with original designs, and quality craftsmanship. Artwork that is mass-produced with the use of commercial kits or molds, pre-fabricated forms, or imported items are not eligible. See the Bylaws and Standing Rules for more detail.

### QUALIFICATIONS

- Participating artists will assure that all work is original, displays excellent craftsmanship and portrays the hand and spirit of the artist. All work should be well-conceived and expertly executed and show the mark of the artist's originality. Pieces that are 100% assembled from purchased material may be included if they meet this criteria.
- The artist must be closely and thoroughly involved with the design of each article. Each collaborating artist must have contributed to the design or production of each item.
- The artist must be closely and thoroughly involved with the production of each article with the exception of works of original design that require out of studio production (for example: reproduction of prints or greeting cards, or cast jewelry, all of which must be made from the artist's original work).
- Only work similar to that approved by the jury can be exhibited and all work exhibited must be of the same quality as that accepted by the jury. A major change of media or style will require submission of the work to be juried. In the case where more than one medium is involved, all work must be re-juried at the same time to be sold in subsequent Tours.
- Categories that are not acceptable include commercial kits and commercially available plans.
- Artists must have a current Washington State business license (UBI) and City of Bainbridge Island endorsement.

## 2023 CALENDAR

**SUMMER STUDIO TOUR: Aug. 11 – 13**

**WINTER STUDIO TOUR: Dec. 1 – 3**

- Feb. 1 Applications available (website and BI Chamber of Commerce)
- March 31 Early Bird deadline for Summer **and** Winter Tours
- May 15 Applications due Summer **and/or** Winter Tour
- May 27 Jury: Summer Tour
- May 31 Juried artists notified
- Aug. 23 Winter Tour deadline
- Sept. 2 Jury: Winter Tour
- Sept. 6 Juried artists notified
- Jan. 27, 2024 Annual Membership Meeting

**NEW Spotlight Page:** Artists can offer an item for sale on our website during each Tour, on the new Spotlight Page. Sales are made directly by the artist, and no commission is collected.

### FEES

All fees are due with your application form, regardless of your jury status. Deadlines are based on the postmark date, or e-mail stamp.

Registration Fee: \$275 per Tour.

Jury Fee: \$25 for new artists, or re-jurying artists. This is paid only ONCE, even if you are applying for both Tours this year.

Opt-out fee (optional): \$75 per Tour

Late Fee (if applicable): \$40 (applies if all or any part of your application is incomplete by the deadline)

Fees are not refundable, except as noted in the Bylaws. Ex: Registration fees will be refunded if the artist does not pass the jury, or is on a wait list and a space is not found.

### EARLY BIRD DISCOUNT

An Early Bird fee that reflects a discount of \$25 per Tour, is available once a year and only if the complete application form (with photos, fees and all materials) are received or postmarked by March 31, 2023.

# ARTIST INFORMATION

# 2023 B.I. STUDIO TOUR

Name (s) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Email \_\_\_\_\_

Medium (one to three words) \_\_\_\_\_

Ex: Raku pottery, Fleece wearables, Glass jewelry, Semi-precious jewelry, Photography, Woven cedar, Sgraffito pottery, Sterling silver jewelry, Abstract acrylics, Jewelry, Wood, Mixed media, Outdoor furniture, Metals, Oils & acrylics.

<b>I AM APPLYING FOR:</b>	<b>Summer Tour</b> Due May 15	<b>Winter Tour</b> Due Aug. 23
\$275 Registration Fee (or \$250 Early Bird Fee <b>DUE MARCH 31</b> )		
\$25 Jury Fee, if applicable (once per year)		
\$75 Opt Out Fee (optional)		
\$40 Late Fee (if applicable)		
Studio preference 1 (optional)		
Studio preference 2 (optional)		
Studio preference 3 (optional)		
I have a studio available for this Tour:		
<b>WA UBI # AND NAME(S) ON LICENSE</b>		
<b>TOTAL ENCLOSED</b>	\$	

Please e-mail your photos per **the specs on page 3** & specify the following:

**Title of Artwork:      Medium:      Dimensions:**

Photo 1 \_\_\_\_\_

Photo 2 \_\_\_\_\_

Photo 3 \_\_\_\_\_

Photo 4 \_\_\_\_\_  
(Summer brochure photo)

Photo 5 \_\_\_\_\_  
(Winter brochure photo)

Photo 6 \_\_\_\_\_  
OPTIONAL (Summer spotlight photo: add price and website/or contact preference, + 8 word descr.)

Photo 7 \_\_\_\_\_  
OPTIONAL (Winter spotlight photo: add price and website/or contact preference, + 8 word descr.)

## RETURNING ARTISTS

Most recent year in Tour: \_\_\_\_\_

Most recent year juried: \_\_\_\_\_

I need to jury (new medium): \_\_\_\_\_

Update the TEXT on my web page:  Y  N  
(If YES, I will send you my info by the deadline)

## ACT OF GOD

In the event the Tour cannot commence or continue when so recommended by civil authorities, or public utilities fail to supply electricity, water, or gas; or the interruption of work is caused by an Act of God, the Tour will not be held accountable or provide refunds.

## STUDIOS

The studios are assigned based on past participation, available space, total number of artists, and the variety of art mediums. If you participated last year, preference is given to your space from last year's Tour. We are sorry that we cannot honor all requests, but we strive to provide a variety of work at each studio. Please indicate your top three choices for studio assignments, understanding that if a studio is not participating, or another artist has priority, or there are similar mediums, you will get the next best space available. If you have no preference, leave this blank.

## VOLUNTEER JOBS; OPT OUT

The Tours are cooperative events, in that everyone donates some of their time to make it a success. If you have specific skills not listed here, please contact the Manager. You will typically be selected for only one "job." However, if too many people sign up for the same thing, we will assign volunteer jobs as needed. If you do not wish to volunteer, you may *opt out* for a \$75 fee. If you do not opt out, and later become unavailable or unwilling to complete your work in a timely fashion, the \$75 will need to be paid before participating in the event.

## P&B DUTY

Posters and brochures will be at a central location on Bainbridge Island about one month before each Tour. If you have P&B duty, you need to pick up your posters and brochures promptly and distribute them in your assigned territory. You will be notified by e-mail as soon as they are available, and further details will be provided at that time.

## BOOTHS

You must be present at your booth throughout the event. There is no booth sharing. Artists provide their own outdoor booths for the summer event, and all displays for either event. No pets allowed.

# VOLUNTEER JOB

**SKIP** this section only if you **OPTED OUT**.

No preference (skip the rest of this section)       Set up sign board in Poulsbo

Place street signs around my studio       I can't help with heavy/lifting

Distribute P&B (Posters and Brochures) around town

List several areas or towns: \_\_\_\_\_

# SIGNATURE & CHECKLIST

By my signature below, I have read and agree to abide by these standards, by the rules set forth in this document and those of the Studio Tour Bylaws. I hereby release and hold harmless the Bainbridge Island Studio Tour from any and all liability including, but not limited to: theft, personal injury, bodily injury, public enemy or act of God, and to indemnify it for any damages arising from my conduct at the event. I allow the use of my digital images and other promotional materials (including photos and videos) taken during the Studio Tour for purposes of promoting the event this year and in the future.

Signature

Date

## PHOTOS AND ARTIST'S STATEMENT

### PHOTOS – OVERVIEW

Artists must submit new photos to the Tour once a year, for use on their web page, the brochure(s), and possible use in ads and publicity. The photos must be new to the Tour (not previously submitted) but do not have to be of “new” work. Still, they should reflect the artist’s current medium and style. We will update your web page with your new photos automatically. Please submit this application form, photos, and artist’s statement information on time to avoid late fees. The Tour is not responsible for lost or late e-mails, incorrect filenames, sizing issues, etc. E-mail by the correct deadline to: [info@bistudiotour.com](mailto:info@bistudiotour.com).

### PHOTOS – SIZES, FILE NAMES

E-mail jpeg files only, at **300dpi**. Submit all photos **at once** please.

**Attach**, don’t insert files in the body of your e-mail.

**Name files** in this format: first initial-last name-image number-year.

In our **examples** we used the name Barb Smith, year 2023. (Use your name)

1. **Web page:** Each year send **3 fresh photos for your web page**, 1920 pixels on the longest side. files: bsmith-1-2023, bsmith-2-2023, bsmith-3-2023
2. **Brochure:** Send 1 brochure photo **for EACH Tour** you are doing this year: cropped to **square**, 400x400 pixels. Number “4” is for the summer and “5” is winter brochure. files: bsmith-4-2023, bsmith-5-2023
3. **Spotlight Item:** (optional) Send 1 photo of an item for sale **for EACH Tour** you are doing this year, 1920 pixels on the longest side. Number “6” is for the summer spotlight, “7” is for the winter. Fill in item details, pg. 2. file: bsmith-6-2023, bsmith-7-2023

**TIP:** Your brochure images can be the same as one of your web images or spotlight items (re-sized and re-named accordingly).

### ARTIST'S STATEMENT – FOR YOUR WEB PAGE

For past artists who have no changes, send nothing. For everyone else, please insert your text right in the body of your e-mail. No attachments. Provide the following, in this order. Include all of this EVEN if provided elsewhere so we can copy and paste our web designer:

Your name (same as what you wrote on page 2)

Medium (same as what you wrote on page 2)

Address (optional – not recommended)

Phone number (optional)

E-mail address (optional)

Website, blog or another link (optional)

**Artist’s Statement:** A brief statement, typically 1 to 3 paragraphs. Look at the current website for examples and ideas. Generally, include specific information about your artwork: medium, technique, style, themes, inspirations, and any special or unique items of interest. Use fun and descriptive words to describe your work, your inspiration, your color palette, your reason for selecting this medium, why it speaks to you, etc. Personal information should be kept to a minimum or left off completely.

At least one direct form of contact is recommended.

- Application Form
- Fees payable to “Bainbridge Island Studio Tour”
- E-mailed photos & bio info.

**BI STUDIO TOUR**

**P.O. BOX 10623**

**BAINBRIDGE ISLAND, WA 98110**

### THE JURY PROCESS

All new artists are juried. Returning artists jury every three years, or if their work or media changes markedly, or they wish to add a new medium. 4 to 5 pieces will be reviewed by three jurors to determine if the quality, originality, craftsmanship, and “hand and spirit of the artist” is reflected in the work. A written artist’s statement is also required (separate from your web text). Past participation does not affect the jury. Complete details will be e-mailed to jurying artists one to two weeks prior to the jury date.

### CHANGES TO YOUR WORK

If an existing artist’s work changes dramatically in style or in media before they are due to jury, or they wish to add a new item/medium to those already approved by the jury process, they will need to re-jury everything (new and old items) prior to the next Tour. By change, we mean a substantial change in style or medium.

### WEB PAGE

Each artist has their own web page on the Studio Tour website at no additional cost. It includes their name and medium, photos, contact info. and the artist’s statement text that they provide separately from this application form just for the website. Returning artists can choose not to change the text, or they can make one update per year for free. After the first update per calendar year a \$25 web change fee would apply for additional changes.

### WEBSITE: [www.bistudiotour.com](http://www.bistudiotour.com)

The Tour’s website is a great marketing tool, providing key information about the tours such as dates, times, maps and studio locations. It features downloadable brochures, maps, artist pages, studio information, lodging and restaurant links, recognizes our sponsors, and has a page with details just for the artists. The website is generally updated two months prior to each tour. Be sure to check out the tips for photographing your artwork on the link provided on the “For Artists” page. Username and password are both: BIST.

# ARTIST'S COMMITMENT

The Bainbridge Island Studio Tours support artists in our community by providing a professional and inviting local venue. As members of the Tour, we support each other and work together to organize and operate these two annual events. We count on our artists to volunteer with studio setup, placing roadside signs, distributing posters, helping with the mailings, and so on. If you have other commitments and would rather not be called on to volunteer, you can "opt out" for a \$75 fee.

## ANNUAL MEETING

An annual meeting is held each year at the end of January, where artists from the previous year can share feedback with the Board and fellow artists, and vote for open Board positions.

## BYLAWS

The website has a current copy of the Studio Tour Bylaws and Standing Rules. The last pages are the "Standing Rules," which include more of the day-to-day information for artists. On our website, go to the "For Artists" page, click on the link to the Bylaws and use "BIST" as both the user name and password. The Bylaws are subject to change pending Board approval.

## PARTICIPATING ARTISTS

(Abridged from Bylaws)

Assure that all work shown on the Tour satisfies the qualifications for entry. Complete the application form, pay the registration fee(s), pay the jury fee if applicable, and provide photos and additional information on time. The exceptions are Board members and the Tour Manager, who have reduced fees as outlined in the Bylaws and Standing Rules.

Set up their booth display, and help set up and clean the studio before and after the event. There is no booth-sharing.

Must be present during the Tour at their assigned studio location.

Optional: Furnish at least two salable pieces of work upon request when the Tour arranges a Bainbridge Island Preview show (typically in a downtown storefront).

Artists who need insurance coverage for their artwork need to look into a rider on a homeowner's or business insurance policy.

Artists who do not meet professional standards related to participation or their artwork as stated in the Bylaws, or act in a manner that is detrimental to the well-being of the Tour will be asked to leave.

Artists are expected to maintain current licenses in accordance with local, state, and federal law, including but not limited to a Master Business License with the State of Washington and a City of Bainbridge Island business license (this is an endorsement on the State license). Artists are expected to collect and subsequently report and pay appropriate sales taxes.

The 1% optional donation program supports local charities, and the Tour's own Youth Art Award. The 1% is based on the artist's gross sales. An evaluation form and donation envelope will be provided to artists before loading out on Sunday after each event.

## MARKETING

The Tour promotes the events & artists in many ways, including advertising, brochures, posters, e-mail, websites, Facebook, and affiliations with regional organizations. We strongly encourage Tour artists to further promote the Tour through their own vehicles, including word of mouth, links from their websites, mailing brochures to their customers, social media, etc. Your efforts will directly affect your success at the Tour.

## OVERVIEW

By signing and submitting this application form, the artist agrees that they have read and understood all of the rules and standards of the Bainbridge Island Studio Tour. The participant agrees to the terms on this application form and the Studio Tour Bylaws and Standing Rules, and will fulfill their volunteer job duty or pay an opt-out fee. The participant will submit their completed application form along with the appropriate fee(s) and other required materials, by the deadlines provided, or pay a late fee.

The participant understands that most communications take place via e-mail, and the Studio Tour cannot be held responsible for lost or delayed messages. Artists have access to e-mail, and will inform the Tour Manager of any changes to an address, phone number, e-mail or other contact information.

The participant further agrees to hold harmless the Bainbridge Island Studio Tour, Studio Tour Board, Studio Tour Manager, Committee Members, participating artists, and participating studio owners from all claims, demands, actions and causes of action for any and all injuries or damage to or theft of pieces displayed and any personal property brought to the Studio Tour.

Violation of any or all of the rules and regulations could result in the participant being asked to leave the show. The artist assumes all risk of loss or damage to the artist's property.

## A SENSE OF COMMUNITY

The Bainbridge Island Studio Tour has a great reputation as a home town art show with high quality artwork, a wonderful variety of mediums and styles, a welcoming atmosphere, and friendly people. Our artists work with the Tour Manager, Board, and studio hosts in the spirit of friendship and respect, while acting in a professional manner. We are here to help you to succeed. This atmosphere of camaraderie will be felt by all, especially our loyal customers, who return time and time again. Thank you for being part of this adventure.

