

# Art Trail Renewal Form for Current Members

June 2010 through May 2011

Community Arts Partnership,  
Center Ithaca PMB 107, 171 E. State St. Ithaca, NY 14850  
**E-Mail:** Programs@artspartner.org  
**Contact:** Robin Schwartz, 273-5072, ext. 20



**Open Studio Weekends:** Oct. 9-10 & 16-17, 2010

**Renewal Due date:** *Monday, March 1, 2010*

*“Art Trail Benefit and Statistics”* is a separate document. It can be found at [artspartner.org](http://artspartner.org).

## **CAP's Expectations for the Artists**

- A store location or other location where your work is shown which does not also have your working studio in it cannot be a part of the Art Trail. Many artists set up work in main areas of their homes during Open Studio weekends if their studio is a bedroom (for example). Since the trail is educational for the visitor and is designed to be a studio tour, artist must display work in progress or the tools of their trade if the studio is otherwise inaccessible.
- Being in your studio for all hours and dates of the Open Studio weekends.
- For Open Studio weekends, putting up enough signage so that visitors can easily find you
- Familiarizing yourself with the entire trail, specifically artists that are near you so that you can talk about the trail and make recommendations to your visitors.
- Checking e-mail at least twice a week from July through October.
- Returning paperwork and e-mails in a timely manner.
- Having a year-round professional outgoing phone message.

## *Your Renewal is submitted in two parts:*

### **A. To Be Mailed or Delivered (note our new address above)**

- Renewal Form  
Fee - \$425, *Check to: “Community Arts Partnership”*
- Map - *If location has changed, submit current map with arrow.*
- CD - *(See “CD Submission Instructions”)*

### **B. To be sent in the body of one e-mail**

- Corrections as indicated on your Renewal Form
- Your Image List

# Renewal - page 1

*Please do not leave any questions blank*

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

**E-mail:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

Please take a careful look at your current brochure and your website listing. Then check “No” or “Yes” for any changes you would like in the upcoming brochure and website. *Do not write any actual changes on this page.*

<b>BROCHURE</b>	<b>ANY CHANGES?</b>	
1. Your Name	<input type="checkbox"/> No	<input type="checkbox"/> Yes
2. Your Studio Street Address	<input type="checkbox"/> No	<input type="checkbox"/> Yes
3. Your phone number	<input type="checkbox"/> No	<input type="checkbox"/> Yes
4. Your e-mail	<input type="checkbox"/> No	<input type="checkbox"/> Yes
5. Your website address	<input type="checkbox"/> No	<input type="checkbox"/> Yes
6. Brochure statement - 30 words max	<input type="checkbox"/> No	<input type="checkbox"/> Yes
7. Brochure location on map	<input type="checkbox"/> No	<input type="checkbox"/> Yes

<b>WEBSITE</b>	<b>ANY CHANGES?</b>	
8. Your Name	<input type="checkbox"/> No	<input type="checkbox"/> Yes
9. Your Studio Street Address	<input type="checkbox"/> No	<input type="checkbox"/> Yes
10. Your phone number	<input type="checkbox"/> No	<input type="checkbox"/> Yes
11. Your e-mail	<input type="checkbox"/> No	<input type="checkbox"/> Yes
12. Your website address	<input type="checkbox"/> No	<input type="checkbox"/> Yes
13. Your hours	<input type="checkbox"/> No	<input type="checkbox"/> Yes
14. Your directions	<input type="checkbox"/> No	<input type="checkbox"/> Yes
15. Website statement - 60 words max	<input type="checkbox"/> No	<input type="checkbox"/> Yes
16. Website resume or bio	<input type="checkbox"/> No	<input type="checkbox"/> Yes
17. Your portrait	<input type="checkbox"/> No	<input type="checkbox"/> Yes
18. Your catagories	<input type="checkbox"/> No	<input type="checkbox"/> Yes

## *Renewal - page 2*

### **IMAGES ON YOUR CD (check all that apply)**

- I'm submitting (how many?) \_\_\_ new images of my art work (max 4)
- I wish to use a mix of new submitted images and those already on the site
- I am submitting no new images of my work
- A new PORTRAIT of myself will be on my CD
- A picture of my studio will be on my CD (New! see page 5)
- I have general images of VISITORS that I am submitting on the CD

### **ARE YOU INTERESTED?**

We are considering setting up an opportunity for the 50 Art Trail members to visit each other in April of 2010. This would be an event just for fellow art trailers, not the general public. Here is how it will work: I will e-mail you asking if you would like to have your studio available to other art trail artists on any one (or more) weekends in April. I hope that this inquiry results in a list of perhaps 10 artists open each of the four weekends. Then I would distribute the results and you can visit each other. For example, you might want to be open the first weekend of April. And then you will have the next three April weekends to have the opportunity to visit the artists who indicated they are open on those weekends. If I get enough interest via this application, we will definitely organize this!

Are you interested in being open to your fellow art trail members at least one weekend in April? (this isn't a commitment – just getting a sense if there is enough interest!) \_\_\_YES \_\_\_NO

Or, instead of weekends, do you think it should be just Saturdays? Or just Sundays?  
\_\_\_Weekends \_\_\_Just Saturdays \_\_\_Just Sundays

Even more important, are you interested in visiting your fellow artists on one or more April weekends? \_\_\_YES \_\_\_NO

**DO YOU KNOW...** artists who wish to be on the Trail or you think might like to be on the trail? Attach their name, e-mail (and website if you know it). I will send application.

No Yes

**ARE YOU AVAILABLE...** on both Open Studio weekends on October 9, 10 and October 16, 17 2010. Yes

# Renewal - page 3

## Certification & Agreement

Initial Each Section



a. I certify that I have read this document carefully – and this Certification & Agreement and the instructions and conditions herein. I certify that I understand and agree to all conditions.

\_\_\_\_\_

b. I state that the information I have submitted on my application is true and correct, and agree to allow a GIAT representative to visit my studio to determine viability if they desire. I understand that falsification of my application may result in disqualification from membership in GIAT and the forfeiture of any/all of the materials and fees pertaining to said program.

\_\_\_\_\_

**c. I agree to be in my studio for all dates and times of the open studio weekends and act as a representative of my own work.** I understand the importance of being in my studio. If an emergency arises, if I am sick, or the like, I will make sure that my studio is staffed in my absence. If I can not comply with this point, I understand that I should not be in the GIAT and that I may be removed from the program.

\_\_\_\_\_

d. If accepted, I understand that my participation in GIAT may be terminated at any time at the discretion of the Community Arts Partnership (“CAP”), without cause, and in writing. Should my participation be terminated at the option of CAP or at the option of myself, I shall have no other recourse in equity or at law. I understand that in consideration of administrative time, printing, advertising, and other materials requiring correction once my membership ends, CAP will retain my full fees as liquidated damages.

\_\_\_\_\_

e. CDs will become the property of CAP and will not be returned. All images must be released for reproduction in all media for GIAT (check with your photographer). I have read the specifications for sending digital images and I understand that if the digital images I send are not up to the standard requested, my submitted images may not be used.

\_\_\_\_\_

f. I understand that I am required to ask visitors on Open Studio weekends to fill out a survey form. I promise to send those forms back to CAP immediately after the Open Studio weekends.

\_\_\_\_\_

g. I understand the difficulty of administering a program with 50 artists. I promise to respond to administration e-mails and requests for return of materials in a timely manner.

\_\_\_\_\_

h. I understand that CAP is not carrying insurance to cover events that happen at my GIAT location to include injury, damage, or any other type of calamity. I agree to hold harmless CAP, its employees, officers, volunteers and directors from any and all claims, actions, demands or other proceedings for any actual or alleged injury to persons or damage to property for any reason whatsoever and/or arising out of any act or omission of myself, and my premises. The Community Arts Partnership asks that you inquire as to the best coverage for the Art Trail with your insurance agent carrying your homeowner’s policy or renter’s policy.

\_\_\_\_\_

(Make sure you have initialed each section)

**Signature of participating artist:**

\_\_\_\_\_  
(If artists are applying as a team, both must sign)

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

## *CD Submission Instructions*

**please read these instructions carefully.**

*Your CD should match the information you provided on page 2 of the Renewal Form. For example, if you stated you were submitting 4 new images and a new portrait, I would expect those 5 images on your CD.*

### **Naming Your Digital Images - very important.**

Name your image with your last name and one word from title. This is the only way we can keep track of 250 incoming images. For example, David Beale's "Highway 50" could be: ***BealeHighway.tiff***. His studio shot would be: ***BealeHeadShot.tiff***. Other optional images could be: ***BealeStudio.tiff***

### **Image Quality**

Images MUST be of the highest quality and clarity. Images should be 300 dpi or better. Save image as highest quality ***TIFF*** (Note: just changing the suffix from .jpg to .tiff does not actually work. If you don't have photo management software to correctly change .jpg to .tiff, please just sent .jpgs.)

### **NEW THIS YEAR**

#### **OPTIONAL: One picture of your studio for your web page - optional**

This year we will add the option of having an image of your studio on your art trail page. This can be taken outside or inside - your choice - whatever you think will attract visitors. If the designer feels that this picture is too dark or not clear, we reserve the right to not use it. This image would appear at the top right side of your page as your first image and you can still have four images of your work below it.

#### **OPTIONAL: Pics of your studio with visitors for media, web and brochure**

If you look at ArtTrail.com home page and the brochure, you will see pictures of artists with visitors. I use great shots like these extensively for publicity. If you provide some to us, that would be GREAT.

***E-mail Submission Instructions***  
***Send in body of ONE e-mail, not as attachment***  
*Your e-mail should match the information you provided on  
Page 1 of your Renewal Form*

**Brochure Statement**, 30 words max, write in first person

**Website Statement**, 60 words max, write in first person

**Website Resume**

Submit resume in the following format. (and see “E-Mail Sample”). Please check your spelling. Be consistent with commas, semicolons...

***If you have one or two minor changes*** – you can write me instructions, i.e. “please add a new line to the top of my exhibition list...” or “change the date of Upstairs Gallery Show...”

***For more than two changes***, please copy & paste your ENTIRE current resume from artrail.com into your e-mail with changes made.

**Required format is: (you don’t have to use all headings)**

Education - (about 4 lines)

Professional Experience - (about 4 lines)

Selected Grants/Awards - (about 4 lines)

Recent/Selected Exhibits - (about 15 lines)

Publications or Collections (Etc.) - (about 5 lines)

**Bio instead of Resume** –225 words max, write in first person

If you would rather submit a bio instead of a resume, that is fine. Let me know if you want a sample.

**Your Image list**

Use this **EXACT** format. Name of image with title underneath. Notice *italics* instead of quotes, placement of commas.... (Prices are optional.)

SmithCayuga.tiff

*Cayuga Lake*, oil, 11” x 13”, 2007, \$400

If you wish to use a combination of new and current images, submit an image list that will tell me clearly what is on the CD and what you want to keep that is currently on the website or brochure.

## *E-mail Sample*

*Send as follows in body of ONE e-mail, not as attachment*

### **Brochure Changes**

New E-mail: dbeale@twcny.rr.com

Brochure statement – in first sentence replace live with “lives”

### **Website Changes**

New Phone: 607-384-5040

New resume

#### EDUCATION

University of California, Berkeley

Richmond (California) Art Center

University of New Mexico

#### PROFESSIONAL EXPERIENCE

Owned and operated pottery business since 1975

25 year participation in numerous juried craft shows throughout the northeast.

#### SELECTED EXHIBITIONS

2006 Everson Biennial, “Beauty is in the Eye of the Artist”

Winner of Juror’s Award, 2007 State of the Art Gallery annual juried show, Ithaca

Kenan Center, Lockport, NY, “Garden Reflections,” 2005, 2007

Vanishing Point Gallery, Lockwood NY. “Art on the Water 2006”

Community School of Music and Arts, Ithaca, NY: “Layers: Annual Photo Show 2007”

State of the Art Gallery, Ithaca, NY, Annual Juried Photography Show, 2005-2007

### **Image List**

BealeHighway.tiff

*Highway 50*, oil, 11” x 13”, 2007, \$400

BealeTreman.tiff

*Treman Falls*, watercolor, 12”x12”, 2007, \$475

BealeStudio.tiff

Picture of my studio

### **Please keep these images currently on website**

*Winter Scene*, watercolor, 12”x 8”, 2005, \$525

*Sunrise*, oil on canvas, 11” x 14”, 2006, \$625