



Pend Oreille Arts Council

2024 Artists' Studio Tour Instructions

August 30 - September 1, 2024 | Sandpoint, Idaho

POAC is proud to have adopted the Artist Studio Tour in 2023. Artists may apply using the attached application or on our website: artinsandpoint.org/artist-studio-tour.

Your application and artist fees directly benefit POAC's programs in visual and performing arts and art education for the benefit of our community.

APPLICATIONS MUST BE SUBMITTED ONLINE OR POSTMARKED BY May 7, 2024

DATES & TIMES

May 7 Application Deadline

May 17 Notification of acceptance

June 7 Payment deadline

June 7 Brochure Submission Deadline

Aug. 30 Tour Begins

Tour Hours: 10 AM—4 PM

Aug. 31 Tour Hours 10 AM — 4 PM

Sep. 1 Tour Hours: 10 AM—4 PM

About the Event

- ◆ **ONLINE APPLICATIONS ARE PREFERRED. Apply at artinsandpoint.org/artist-studio-tour-application**
- ◆ Acceptance is determined by a jury. The jury's decisions are final.
- ◆ The cost to be included in the brochure is **\$200**
- ◆ Original artwork only. NO COMPUTER-GENERATED ART, IMPORTS, OR YARD SALES.
- ◆ Artists must be present at their studio for the entirety of the tour. Artists who close early will not be invited to participate again.
- ◆ **Private studios and independent artists only.**
- ◆ Spaces may be shared by up to 2 artists. Each artist must fill out a separate application and pay the fee.
- ◆ Returning artists are **NOT** guaranteed acceptance.
- ◆ Artists will be notified by email as to whether they are accepted or not accepted.
- ◆ Artists are responsible for handling sales and paying taxes accordingly.
- ◆ Fees and brochure information are due by **June 7**. Failure to pay the fee and provide information on time will result in exclusion from the brochure.
- ◆ **Cancellation Policy: Cancellations made by June 7 qualify for a full refund. NO REFUNDS FOR ANY REASON AFTER JUNE 7.**
- ◆ **Make sure your studio is SAFE!** Applicants are responsible for carrying liability insurance. POAC is not responsible for any loss, damages, injury that occurs during the Artists' Studio Tour.
- ◆ Only accepted artists may participate. Studios exhibiting artists who have not applied or been accepted will not be invited back.
- ◆ Docents/assistants may be provided by POAC. Please let us know if you would like to accept the assistance.

CONTACT INFO:

Pend Oreille Arts Council

Claire Christy, Arts Coordinator

Mailing Address: PO Box 1694, Sandpoint, ID 83864

Email: poacast1@gmail.com

Phone: 208-263-6139

APPLICATION CHECKLIST

- ENTRY FORM** Completely filled out including your signature
- 4 IMAGES** 1. Property entrance 2. Studio entrance 3. Inside of studio 4. Artwork Each image labeled with your name & title. Emailed JPEGs with labels are acceptable.
- \$25 JURY FEE; DO NOT PAY ARTIST FEE UNTIL YOU ARE ACCEPTED**
- Send application only; **KEEP THIS PAGE FOR YOUR RECORDS**

APPLICATIONS MUST BE SUBMITTED ONLINE OR POSTMARKED NO LATER THAN May 7, 2024 4 PM PST

Applications that are incomplete will not be considered.





Pend Oreille Arts Council

2024 Artists' Studio Tour

Business Name _____

Artist Name (Last, First) _____

Studio Address _____

Sharing Space With _____

Do you want POAC to provide you with a docent/attendant? Y N

I carry liability insurance with _____

Medium (circle one): Ceramics Fiber Glass Jewelry Metal Painting
Photography Wood Other : _____

Photos: 4 photos must be included with your application. The photos must show:

1. Streetview of property entrance, i.e. driveway, gate
2. Studio entrance, i.e. walkway, stairs
3. Inside of studio
4. Artwork

Mailing Address _____

City/State/Zip _____

Phone: 1) _____ **Alt #** _____

Email _____ **@** _____

For Office Use Only	
Stop #	_____
Date Rec'd	_____
App Fee. Rec'd	_____
Approved / Denied	
Notice Sent	_____
Balance Due:	_____
Paid in Full:	_____ By: Ck CC Cash
Cancellation Date	_____
Reason	_____
Refund Issued	Y N Date
Refund Form	Ck CC Cash

- ◇ I understand the selection process and accept the jury's decision as final.
- ◇ I release and waive any claims against the Pend Oreille Arts Council for any loss or damage to merchandise, equipment, or vehicles which are not owned by Pend Oreille Arts Council or for any injury to person or other property damage which may occur at or during the Artist Studio Tour. I agree to comply with all of the Bonner County rules and regulations. Failure to abide by county regulations may result in future denials of applications.
- ◇ Photography/Audio Release. I do hereby grant and convey unto POAC all right, title and interest in and to any and all photographic images and video recordings made by or on behalf of the POAC 2024 Artist Studio Tour, or made with its consent during my participation in the POAC 2024 Artist Studio Tour and/or any project, activity or event sponsored, managed, arranged or promoted by, or otherwise affiliated with the POAC 2024 Artist Studio Tour, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.
- ◇ I have read and understand the rules and regulations about the event.

Signature of Applicant

Date