

Tahoe Art League

2019 – 13th Annual Artist Studio Tour

Application & Information Sheet

Welcome to our 13th Annual Studio Tour. TAL is looking forward to another successful show. Thank you very much for applying.

The following policies and procedures must be followed by all who participate in this premiere event.

1. **W-9:** All artists must have a current W-9 form filed with the Tahoe Art League. If needed, download a W-9 form from TALart.org website.
2. **Jurying:** If this is your first time on the Tour, contact **Connie Clark, Chairperson, cfayclark@gmail.com**. You will need to email her three images of your work in jpeg format for the jurying process. This is different from the image you wish to have in the Studio Tour brochure.
3. **Participants:** Plan to be present with your art at all times from 10am to 5pm. A formal agreement that specifies a third person, who is NOT a Tour Exhibitor, who agrees to cover your sales is also acceptable. Please do not expect other artists with whom you may be showing to fill this requirement.
4. **Set Up:** You need to be set and open by 10:00 am every day of the tour. Each Studio will remain open until 5:00 pm. No early closing.
5. **Weather:** If you believe weather prohibits the opening of your Studio, contact Connie Clark, 714-585-8303.
6. **Sales:** The Tour employs two credit card systems for sales, in addition to cash and checks. Training in sales procedures/systems will be offered before the Studio Tour begins. You are required to attend one of these sessions.
7. **Studio Tour Street Signs** must be removed every night. These signs must be inserted in the ground into pre-drilled holes (a screwdriver and hammer work well). Be careful when installing them. They are not indestructible!
8. **Pricing:** All items shown for sale must be individually priced following TAL guidelines. The guidelines/procedures will be discussed at the Training Sessions.
9. **Training Session:** Attendance is required. This meeting will familiarize you with the Artist Studio Tour details and provide training for taking payment with credit cards, writing receipts, etc. Several dates/times will be offered.

Connie Clark, Chairperson
Claudia Garza, Co-chairperson

cfayclark@gmail.com
ICDB21@yahoo.com