



**Cambridge
Centre
for the Arts**

Discover your creative side

The Cambridge Centre for the Arts is pleased to announce ...

**2019 CAMBRIDGE FALL STUDIO TOUR
CALL FOR ENTRY**

The next Cambridge Studio Tour will take place **SEPTEMBER 28 & 29, 2019**

The purpose of the Tour is to provide the community with an opportunity to observe the process of art making. Participating artists will open their studio doors to give a “behind the scenes look” at studio practices, and provide insights into the creative and business sides of being an artist.

Artwork may also be for sale.

Submitting artists should be committed to creating professional work, working at a competent level and viewed as such by their peers, and/or educated in art. Artists must have a functioning studio space.

Additional application packages are available to download on www.cambridgecentreforthearts.ca, or be mailed or emailed to you on request:
artcentre@cambridge.ca

Incomplete submissions will not be accepted.

For further information, please call (519) 740-4681 x 4376

Or visit the Cambridge Centre for the Arts.

Deadline for submission: FEBRUARY 1, 2019

Cambridge Centre for the Arts
60 Dickson Street, Cambridge, Ontario N1R 8N1
519-740-4681 X4376
cambridgecentreforthearts.ca



Cambridge Fall Studio Tour

2019 Call for Entry Application

The Cambridge Fall Studio Tour is a project of the Cambridge Centre for the Arts, a municipally operated community arts centre, and is financially assisted by the Cambridge Arts Guild.

The Cambridge Fall Studio Tour's purpose is to engage, educate and enrich our community by providing residents and beyond the chance to discover and appreciate a broad range of artistic expressions. The intention is to promote Cambridge artists - to provide an opportunity to showcase their work and contribute in their artistic endeavours.

Cambridge Fall Studio Tour

The emphasis of the Studio Tour for the tour goers is the process - the part that the public does not normally see; they see the finished work, usually at a gallery.

- The public has an opportunity to ask the artist questions
- The artist has the opportunity to receive the public's feedback
- Works shown in studios may or may not be for sale
- There will not be any censorship of content, and the emphasis shall be on art and process

Purpose

The tour's primary purpose is to give the public an opportunity to observe the process of art making. Participating artists open their studio doors to give the public a behind the scenes view of studio practices and insights into the creative and business sides of being an artist. This does not include art galleries without operating studios.

Promotion

The involvement of artists from Cambridge will help raise awareness of each other's studios and practices. The main intent behind promoting artist's studios is to generate a greater understanding of art and culture in Cambridge.

About Sales

The goal of the tour is educational awareness, not financial gain; however, for many artists it is a welcome outcome. In order to help the artists with their practices, artists will not be charged a commission from the sale of artwork.

Registration Fee

All participating artists will be charged a \$113 non-refundable registration fee (\$100 + 13% HST) due at the time of application: **cheques payable** to the **City of Cambridge**. Participating artists should be professionals, which may be determined as follows:

- The artists are committed to working at a competent level and viewed as such by their peers;
- May be educated in art;
- Have a functioning studio space.

Artist's studios may be visited, before given approval to participate. Participants will be notified by March 31 of their inclusion to the Cambridge Studio Tour.

Coordinator's Role

- Determining the suitability of studios and ensure that the guidelines are met
- On-going contact with artists
- Development of promotional material and event signage
- Coordination of the event

Artist's Role

- Produce current work that is hand made by the artists themselves and of the highest quality.
- Ensure the artwork used for promotion of the tour is professionally photographed
- Contribute to the organization of the Tour in a volunteer capacity by
 - Distribution of promotional materials (brochures, flyers, posters)
 - Contribute an item to the gift basket draw
 - Assist with signage sign-out days and art intake, art installation, and/or art pick up.
- Have liability insurance **of at least \$1,000,000***

** The Cambridge Fall Studio Tour does not carry group insurance for the Tour. Responsibility for insurance coverage including public liability and property insurance for activities associated with the Tour is the responsibility of each participant/studio. **Proof of insurance coverage must accompany the Studio Tour application.***

Contact Information: If you have any questions, please call the Coordinator at 519.740.4681, ext. 4565 or email: artcentre@cambridge.ca

CALL FOR ENTRY - STUDIO TOUR APPLICATION FORM

September 28 & 29, 2019

PLEASE PRINT CLEARLY & FILL IN ALL FIELDS

This information will be used for the Tour Brochure:

Artist's Name _____

Artist's Mailing Address _____ Postal Code _____

Artist's Email _____ Artist's Phone _____

Website _____ Twitter _____

Studio Name and Address (if different from above)

Studio Phone Number and email address (if different from above)

Artistic Category _____

Maximum 20 words or less description of your work:

Are you willing to act as a host studio with another artist? **Yes** **No**

If you have already arranged to host or show with other artists, please list names: _____

Is your studio wheelchair accessible? **Yes** **No**

Does your studio have washrooms available for use by the public? **Yes** **No**

I _____ (the artist), have read and agree to the submission requirements of Cambridge Studio Tour & Sale, and agree to waive my copyright fee entitlements for this tour and temporary exhibits. I also approve the reproduction and use of my work, without remuneration, in the development of promotional material for the Cambridge Centre for the Arts for a period not to exceed three years from the close of the Tour. Further, I approve the exhibition of my work in the Studio Tour Previews without remuneration.

Signed _____ Date _____

CITY OF CAMBRIDGE CREDIT CARD POLICY: Credit Card Payments require the cardholder to be present in order to process the transaction. Please submit your application in person if paying by Credit Card. Credit card payments by phone, fax, or mail cannot be processed.

Personal information contained on this form is collected pursuant to the Municipal Act and will be used for the purpose of processing this application, advertisement of contact information in official publications, inclusion on website, and future mailings concerning the Cambridge Studio Tour and Sale. Questions about the collection of personal information should be directed to the City's Freedom of Information and Privacy Coordinator in the Public Access and council Services Department at 740-4680 ext. 4079.

See over for **SUBMISSION REQUIREMENTS & APPLICATION CHECKLIST** 

FOR OFFICE USE ONLY **REGISTRATION FEE: \$100.00 +HST**
PAYMENT INFORMATION:
___ CASH ___ CHEQUE ___ VISA ___ MASTERCARD ___ INTERAC Cashier's initials: _____

Submission Requirements - CAMBRIDGE FALL STUDIO TOUR

Artist's Name _____

Attachments Checklist:

Before submitting your application, please check the boxes below verifying that all requested material has been supplied and attached to your application.

- I have signed the application stating that I have read and agree to the submission requirements.
- I have enclosed payment of the non-refundable registration fee of \$113.00 (\$100 + HST 13%)
- I have provided proof of liability insurance coverage of at least \$1,000,000
*Please notify your insurance provider that you intend to participate in the tour.
- I have included a high resolution (300 dpi minimum) **professional quality digital image** (jpeg format) of **three pieces** of my work, for possible inclusion in promo material. These images are representative of the art that will be displayed during the tour.

Note: Images may be cropped in the production of promotional materials. If you are not using a professional photographer, your submitted image must be very sharp. **THE IMAGES THAT YOU SUBMIT WILL BE USED FOR THE BROCHURE AND ARE INSTRUMENTAL IN DRAWING THE PUBLIC TO YOUR STUDIO.** Images will not be returned.

SUBMISSION REQUIREMENTS:

- I am a professional artist* (may be determined as follows: the artist is committed to working at a competent level and viewed as such by their peers, and/or educated in art, and have a functioning studio space). *New artists' studios may be visited, before given approval to participate
- I understand that the Cambridge Studio Tour is made possible by the co-operative efforts of all participating artists. I will endeavor to assist in: a) the promotion of the tour, b) the distribution of promotional materials, c) attend scheduled meetings, d) assume a designated share of the responsibilities associated with operating a successful studio tour, and e) participate in the preview exhibition.
- I agree to waive copyright and exhibition entitlements, and provide permission to reproduce work without remuneration. The Cambridge Centre for the Arts and the Corporation of the City of Cambridge warrants that any images of your work so used will be, in each instance, credited with the name of the artist.
- I agree to be in my studio on the dates and times specified.
- I agree to display my work in a fashion that the public can readily see.
- I agree to participate in the Preview Exhibitions and Farmer's Market promotion (in August and September - dates to be determined)

Please initial and date: _____

Send Completed Application to: Cambridge Centre for the Arts
60 Dickson Street
Cambridge, ON N1R 8N1
Attention: Recreation Coordinator

**INCOMPLETE
SUBMISSIONS WILL NOT
BE ACCEPTED**

Deadline for Submission: February 1, 2019

Note: Applications will be time/date stamped upon receipt at the Centre for the Arts. Where applicant numbers exceed available space on the promotional brochure, the committee will review applications on a first come basis.
