



Contest Rules for Venues

PROJECT OVERVIEW

Established in 2015, Tri Art for Giving is a regional art exhibition, contest and fundraiser that gives artists and businesses an opportunity to showcase art and stimulate the minds and economy of our community. During the first two years of this annual event, the community *Visited* over 50 venues, *Viewed* over 70 artists' work and *Voted* for the art they liked best. It is our goal to increase community participation in 2017 and make art accessible to all ages and backgrounds across the Mid-Columbia and beyond.

Between April 27, 2017 and May 25, 2017, artists will display their work at local venues that will be open to the public. Visiting patrons can self-tour the displays and venues using a printed and/or electronic Tri Art for Giving map. The public and a jury will vote on their favorite art pieces. Artist awards include \$1,000 first place, \$500 second and \$250 third for both a People's Choice and a juried vote. The venue(s) hosting the best in show art piece as voted by the public and the jury will receive an award of \$1,000. Since 2015, the Arts Foundation of the Mid-Columbia has awarded over \$11,000 in prizes to local artists and venues.

Artists and venues will independently organize to create an installation. A venue can be any space within the [Tri Art for Giving District \(zip codes\)](#) and can host one or more pieces of artwork. The process for connecting artists and venues involves three simple steps:

1. **Apply:** Submit your artwork during the Registration Period
2. **Connect:** Secure a Connection with registered *Tri Art for Giving* Venue and sign all Hosting Agreements before the end of the Connections Period.
3. **Exhibit:** Working with one or more venue(s), open your exhibition to the public during the *Tri Art for Giving event period*.

AWARDS

All registered venues are eligible to win one (two if registered artwork wins both the People's Choice & Juried Awards) of two \$1,000 prizes. The Venue(s) hosting the first place artist for the People's Choice as well as the Juried vote contests will win a \$1,000 prize. Venues should consider this when working with Artists on display of the registered artwork and/or any special events they might wish to hold to showcase the registered art.



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TIMELINE

These dates are subject to change

October 22, 2016	Registration Opens
December 18, 2016	Early Registration Closes
February 5, 2017	Late Registration Closes
February 6, 2017	Connection Period Begins (identify artist to work with)
March 12, 2017	Connection Period Ends (Hosting agreements signed by venue and artist)
April 24, 2017	Installations must be complete
April 27, 2017	Opening day – Artists’, Venues’ and Sponsors’ Reception. Voting begins.
May 24, 2017	Public voting ends @ 5:00 p.m.
May 25, 2017	Awards Celebration
May 28, 2017	Final day for public to view artwork

ELIGIBILITY

Tri Art for Giving is an open and collaborative event. Large or small, indoors or out, any space within the Tri Art for Giving zip codes can register as a Venue to host artist’s artwork and visitors from around the region/international. [NOTE: if a venue is physically located just outside the listed [Tri Art for Giving District](#) zip codes but would like to participate as a Registered Venue, please send an email to triart.for.giving@gmail.com BEFORE submitting payment and application. A small number of venues outside the defined district may be approved at the discretion of Tri Art for Giving.]

Eligible Venues may:

- Δ Be any size
- Δ Be public or private spaces
- Δ Be indoors or outdoors
- Δ Be museums, parks, hotels, banks, credit unions, libraries, universities, retail shops, office spaces, restaurants, cafes, non-profits, churches, residences, or any other building or space



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Eligible Venues must:

- Δ Be located within the Tri Art for Giving zip codes
- Δ Be open, accessible and free to the public during venues advertised business hours
- Δ Meet federal, state, and city codes

The eligibility of your Venue is not fully confirmed until you've completed at least one Connection with an Artist. If an Artist has not agreed to exhibit in your space by the end of the Connections period, your Venue is not eligible to participate in Tri Art for Giving this year.

TRI ART FOR GIVING DISTRICT

The Tri Art for Giving District spans the Tri-Cities area including Richland, Kennewick, Pasco, West Richland, and Benton City. Any space within its boundary can be a Tri Art for Giving Venue. The Tri Art for Giving District boundary includes the following zip codes which can be viewed on the [Tri Art for Giving District Map](#):

- Δ 99336 – Kennewick 1
- Δ 99337 – Kennewick 2
- Δ 99338 – Kennewick 3
- Δ 99301 – Pasco
- Δ 99352 – Richland 1
- Δ 99353 – Richland 2
- Δ 99354 – Richland 3
- Δ 99320 – West Richland/Benton City

REGISTRATION FEE

To enter Tri Art for Giving as a Venue, you must agree to the Venue Registration and Agreement by submitting a completed and signed "[Tri Art for Giving Venue Registration and Agreement](#)" form. Venues must register with Tri ART for Giving by midnight PST February 5, 2017. The registration fee is:

- Δ \$100 (US) nonrefundable for one piece of artwork
- Δ \$200 (US) for 2-3 pieces of artwork



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Δ \$300
(US) for 4 or more pieces of artwork

If you register by December 18, 2017 (early registration) you will receive a 10% discount off the registration fee.

Opportunity for multiple art pieces is at the discretion of Tri Art for Giving and is based on art availability. Payments for multiple art pieces can be refunded (except for the basic registration fee) if additional art pieces are not available and is at the discretion of Tri Art for Giving.

Tri Art for Giving Venue Registration and Agreement forms should be sent to PO Box 2296 Richland, WA 99352 or emailed to triart.for.giving@gmail.com. Registration payment may be paid online at artsfoundationmc.org or sent to the address noted above.

Once you pay the registration fee and submit your Venue Registration and Agreement form, Tri Art for Giving will review everything to ensure that your venue meets eligibility requirements. If you need assistance, Tri Art for Giving will attempt to schedule a time to visit your space, talk through the process and requirements, and answer any questions you may have. Once you are approved, your Venue will be listed on Tri Art for Giving's website (<http://artsfoundationmc.org/tri.art/>) for selection by Artist.

CONNECTION PROCESS

Artists and venues will independently organize to create an installation. Although Tri Art for Giving plays no role in assigning Artists to Venues, we will provide the necessary information and assistance to ensure artists and venues can connect.

- 1. Connect:** Registered Artists and Venues can browse <http://artsfoundationmc.org/tri-art/> for available connections to find the perfect partnership. As soon as the Connections period opens, Venues or Artists can connect. Artists may reach out directly to Venues and Venues may reach out to Artists to make a connection.
- 2. Discuss Details:** When both the Venue and Artist confirm mutual interest in working together, the Venue should contact the Artist (email or phone) to discuss the details of exhibiting the registered Artwork. Make sure both parties agree on specifics (where the artwork will be installed, when it will arrive, who installs it, sales arrangements, etc.). At this point, the Venue will draft a [Hosting Agreement](#) and provide it to the Artist to sign and return.
- 3. Confirm Agreement and Notify Tri Art for Giving:** As the final step, send a fully signed (both Artist and Venue) PDF Hosting Agreement to triart.for.giving@gmail.com
or: Tri Art for Giving Hosting Agreement c/o
Arts Foundation of the Mid-Columbia
PO Box 2296
Richland, WA 99352



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Temporary plaques with details of the art and links to the artists' websites (where applicable) will be included with each installation. The displayed works will be regionally promoted.

HOSTING AGREEMENT

The Hosting Agreement is a contract between a Venue and each Artist that details all the specifics of the working relationship. Venues need to provide each Artist with a Hosting Agreement which must be signed by both parties before the Connection can be completed to ensure that both parties are on the same page about what to expect during the event.

Tri Art for Giving makes available on its webpage a [Hosting Agreement Template](#) that you are able to customize to create your own Hosting Agreement based on specific needs and what is negotiated with individual Artists.

Every Hosting Agreement should include:

- △ A description of the Artwork to be exhibited
- △ Specific requirements for the Artwork (like lighting)
- △ How much space the Artwork will take up in the Venue
- △ Specific description of the agreed location within the Venue
- △ Any additional open hours for the Venue beyond their normal business hours
- △ When the Artist can start installation
- △ Arrangements for shipping, installation, and removal if the Artist will not be attending the event
- △ Who pays for shipping (if necessary)
- △ Who pays for promotional materials (if any)
- △ Who is responsible for insurance and security during the event
- △ How sales are handled
- △ Who is responsible for Artwork removal and how and when it will be removed

These are the types of details that could be easily missed or miscommunicated without a Hosting Agreement in place and cause unnecessary strain between and Artist and Venue leading up to or during the Tri Art for Giving event.

Artists and Venues are expected to negotiate the terms until both parties are comfortable with the details. Note that the entire process of negotiating and signing a Hosting Agreement can be completed entirely through e-mail – simply type your name into the signature at the bottom of the Hosting Agreement and it constitutes a valid signature.



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BROKERING SALES

An Artist may choose to sell their Artwork however, all details of the sales themselves are negotiated entirely between Artists and buyers.

While Tri Art for Giving is not involved in the sales process, Venues may choose to broker sales and take a commission on art sold from their exhibition. However, we recommend that you only do this if you are actively assisting Artists in making sales. Any sales arrangements must be clearly stated in the Hosting Agreement and be agreed upon by both the Venue and Artist.

- Δ Be cautious, Tri Art for Giving, Arts Foundation of the Mid-Columbia, or their members do not accept responsibility for the actions of potential buyers.
- Δ It's up to the Artist and Venue to decide how to communicate prices to potential buyers.
- Δ All sales during the event are considered pending until the end of the event. Artwork may not be removed from the Venue during the Tri Art for Giving event.

INSURANCE

One question a Venue and Artist will face together is who is responsible for insuring the Artwork. In the Hosting Agreement template that Tri Art for Giving provides, it is left up to the Venue and Artist to decide how insurance is covered, but it usually makes the most sense for a Venue to insure.

Here's why:

Most Venues will already have an insurance policy they can add a rider to. The annual rate for fine arts coverage is normally between \$0.15 - \$0.50 per \$100 of value, depending on the type of art. (Some insurance companies may want a minimum premium and/or a minimum deductible for issuing the rider.) Once the Tri Art for Giving event is complete, the Venue can request cancellation of the rider and receive a refund for any excess premium paid.

Insuring artwork in three easy steps

1. The Artist sends the Venue a letter including the name, description, date of completion, and dollar value of the Artwork, along with adequate evidence to validate its insurable value.
2. The Venue requests a rider to their current policy. (Some more robust insurance policies may already cover items on loan, making the rider unnecessary. Check with your insurance company.)
3. The Venue names the Artist a "loss payee" on the policy.

That's it. And the cost should be fairly minimal.



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Let's say a work is valued at \$100,000 and subject to a rate of \$0.40/\$100. The rider would be \$400 annually, but for just one month coverage, the actual cost would be only \$33.00. (Be sure to ask your insurance agent for exact requirements and costs.) By comparison, an Artist may have to open a new policy, which could have base premiums of \$580 or more.

CITY CODES

Inspections and Fire Code

Tri Art for Giving is a public event, so there is the possibility that City inspectors will want to visit the Venue and talk about the exhibition if they have concerns or questions about the Venue's compliance with City regulations.

The Tri-Cities communities have many resources designated to ensure all participants in Tri Art for Giving experience a safe and enjoyable event. See one of the following websites for information about hosting or operating a special event in conjunction with Tri Art for Giving.

http://www.go2kennewick.com/go2kennewick/default.aspx?option=com_flexicontent&view=items&id=637&Itemid=638

<http://www.ci.richland.wa.us/index.aspx?nid=573>

<http://www.pasco-wa.gov/331/Inspections>

<https://fire-departments.org/fire-department/west-richland-fire-department-washington.html>

Curate a Public Venue Location

If you are interested in curating a registered art piece in a "public" venue, such as a public park, please contact Tri Art for Giving directly at triart.for.giving@gmail.com or <http://artsfoundationmc.org/tri-art/>. There may be a limited number of opportunities to curate for public venues.

Permanent Murals or Installations

Works of art that may become permanent fixtures of the Tri-Cities landscape, such as murals and sculpture, or any installation that might potentially obstruct a walkway or other public space, must first be reviewed and approved by the appropriate City Arts Commission and /or Public Works Department.

Resources

Installation Guide

First time venue? [Check out our installation cheat sheet](#), with information on supplies you might need for installing your Artist's work and tips for hosting an opening reception!