

FAQ for Tour Artists

What are the key steps for artists for the Tour and Exhibit?

1. Register by May 31. Sign the [Terms and Conditions](#) and pay the entry fee of \$35 for the Tour. After registering, you will receive an email prompting you to email us an artwork image for the Artist Directory and Tour Guide/Map.
2. If you choose to participate in the Exhibit, we will notify you in June to pay the \$10 fee and email an artwork image for the Exhibit by July 30.
3. Proofread your name address and other details on the draft Tour Guide/Map, when you receive it in early July. No corrections to print material accepted after July 30.
4. Pick up Tour Guides/Maps and way-finding signs in early September. Details to follow.
5. Exhibit begins, Sept 8, with morning art drop off.
6. Reception on Sept 22, Gallery 3700, 5:00-7:00. Please come!
7. Tour! Sept 23-34 – One day to open your studio, one day to visit others.
8. Drop off lawn signs, complete follow-up questionnaire, and turn in sign-in sheets.
9. Exhibit closes, Dec. 8: pick up artwork from Gallery 3700.

More details will be sent as key dates approach.

Eligibility and Registration

Which studios are open Saturday Sept. 23, and which are open Sunday Sept. 24?

Saturday Sept. 23, 11:00am-5:00pm	Sunday Sept. 24, 11:00am-5:00pm
Zip codes 22205, 22207, 22203, and 22213	Zip codes 22201, 22209, 22204, 22206, and 22202

The zip codes roughly divide Arlington geographically to make it easier for visitors to see multiple studios on the same day. The day off also allows artists to visit other studios.

What if I can't be open on the assigned day?

If you require a date change, please contact us before registering at alrstudiotour@gmail.com.

Can I be open both days of the tour?

You are free to remain open, but AVAST will only list you as open for the official day.

I work in a team with another artist. Do we have to register separately?

You must register separately unless most of the you works are made collaboratively.

What is the registration fee?

Registration is \$35 for all artists plus \$10 for artists also participating in the Exhibition. Actual cost to run the tour per artist in 2022 was \$245, so please consider [donating](#) if you can.

I'm having trouble with the registration form. What can I do?

Check that all blanks are filled in, and if that doesn't work, try a different browser. If you still have trouble, email us at arlstudiotour@gmail.com.

What if I need to cancel?

Withdrawals after June 30 may not be reflected in print materials. If you have an unforeseen, unavoidable conflict, email arlingtonstudiotour@gmail.com. Registration fees are nonrefundable.

Exhibit at Gallery 3700

Who can participate in the Exhibit?

To participate in the Exhibit, you must be a registered 2023 AVAST Tour artist.

What are the parameters for submitting artwork to the Exhibit?

One piece may be submitted, suitable for hanging on the wall (no sculpture, sorry). Work must be ready to hang. No claw hooks. The longer dimension cannot be more than 30".

Can works in the Exhibit be for sale?

Yes. The front desk at Gallery 3700 will have contact information for participating artists (email or phone number, as you prefer). Prospective buyers will contact artists directly to negotiate sales. AVAST will not take a commission.

Promotion

Any tips for getting the most out of participation?

- Add arlstudiotour@gmail.com to your contact list and check regularly.
- Recruit Arlington artists you know to participate, especially if near you.
- Participate on social media – see below.
- Keep a sign-in sheet or guest book during the Tour, to add to your and our mailing list. Record the number of visitors you have. This will help us obtain future funding.
- Complete the provided follow-up survey after the event.
- Visit others' studios on the day you aren't open.

How can I let people know about the tour?

AVAST promotes the tour through local event calendars, social media, press releases, and printed materials. We expect all Tour artists to help! Past experience shows that artists who make the most effort get the most visitors. Suggestions:

- Through social media: Post on our [Facebook page](#). On Instagram, tag pictures #arlingtonartstudiotour, and follow/mention @arlingtonartstudiotour.
- Send our digital postcard to your mailing list. It will arrive by email in August.
- Include a link to www.arlingtonartstudiotour.org on your website.
- Invite friends and contacts to the Tour's [Facebook event](#) and post it on your own page.
- Create an event posting on Nextdoor.com.

- Hang the posters we provide in your neighborhood and at local businesses.
- If you would like to help with social media, contact us at arlstudiotour@gmail.com

How will visitors find me?

- In September, your studio address will be printed on the Tour Guide/Map and online Artist Directory, at www.arlingtonartstudiotour.com.
- Printed Tour Guides/Maps will be available at libraries and art centers, and you will receive some for distribution before and during the Tour
- Place a lawn sign at each intersection near your studio, directing people there. You may also create and put up your own sign.

What do I do with Tour Guides/Maps and Posters?

We will email you the dates and locations for pick-up of Guides, posters, and lawn signs. If you can't make those dates, contact us to make different arrangements. Prospective visitors will also be able to find Tour Guides at various businesses and art centers across Arlington.

Safety and Insurance

Does AVAST provide insurance?

No; artists are responsible for their own property and/or liability insurance, if desired. For in-home studios, we recommend checking with your home insurance policy or agent.

What is considered a "safe space for public visitation"?

There should be a reasonable expectation that the public can enter without risk of injury. Hazards should be removed or marked off.

Must my space be wheelchair accessible?

Wheelchair accessibility is not required, but if it is accessible, please check that box on the registration form.

My studio is in my home. Should I be concerned about allowing the public access to my residence?

Many artists host open studios in their homes and have a great experience. Precautions are always a good idea. We recommend that private hosts ask a second person to help staff their studio. Make it clear which spaces are open and which are private. Put away valuables and never leave your cash box unattended. In the unlikely event of a problem, have the Arlington Police non-emergency line handy.

Sales

How do I sell my work?

Tour: Sales at your studio are optional, and artists keep all sales revenue. Pricing is up to you, and you can have prices listed or leave them negotiable.

Exhibit: Sales are optional, but if your piece is for sale, the price must be stated when you submit your image. Prospective buyers will be referred directly to you.

How can buyers pay me?

You can choose to accept any payment you like, and we recommend offering visitors several options. Make sure to have change in case of cash purchases. You can order a free card reader for your smart phone or tablet. Click for [Information about Square](#). Click "Get Started" to set up your account. Click for Information about [Paypal or Zettle](#).

Am I required to collect sales tax?

Virginia law requires collection and payment of sales tax on any retail sale in the state. Collection and payment of sales tax is the responsibility of the artist, and AVAST will not collect it. If you have not done so already, register your business in Virginia: <https://www.tax.virginia.gov/register-business-virginia>. Add 6% tax to all sales and keep good records. The month following the sale, complete your sales tax return: <https://www.tax.virginia.gov/sales-and-use-tax>

Please read the Terms and Conditions for more information.