

# Registration Form - Circuit des Arts Memphrémagog 2012

From July 28<sup>th</sup> to August 5<sup>th</sup>, 2012

Please print clearly all required information

Last name : \_\_\_\_\_ First name : \_\_\_\_\_

Mailing address : \_\_\_\_\_

Municipality : \_\_\_\_\_ Postal Code : \_\_\_\_\_ Tel : ( \_\_\_\_ ) \_\_\_\_\_

E-Mail address : \_\_\_\_\_ Web Site : \_\_\_\_\_

Address of exhibition site : \_\_\_\_\_  
if different from mailing address

Municipality : \_\_\_\_\_ Postal Code : \_\_\_\_\_ Tel : ( \_\_\_\_ ) \_\_\_\_\_

Do you require an official receipt for tax purposes?  Yes  No What are your needs with regard to road signs? Quantity : \_\_\_\_\_

## Specialty (maximum of 2)

- |  |                                      |  |
|--|--------------------------------------|--|
| <input type="checkbox"/> Drawing               | <input type="checkbox"/> Sculpture   | <input type="checkbox"/> Jewellery     |
| <input type="checkbox"/> Printmaking           | <input type="checkbox"/> Woodworking | <input type="checkbox"/> Copper enamel |
| <input type="checkbox"/> Watercolor            | <input type="checkbox"/> Pottery     | <input type="checkbox"/> Stained glass |
| <input type="checkbox"/> Painting              | <input type="checkbox"/> Photography | <input type="checkbox"/> Floral art    |
| <input type="checkbox"/> Mixed media           |                                      |  |
| <input type="checkbox"/> Others specify: _____ |                                      |  |

## The artists who participated in the Circuit in 2011 must send :

- the registration form (completed and signed).
- Appendix A and B duly completed.
- A check for the amount of **\$280** issued to: Circuit des Arts Memphrémagog, and dated Dec. 31<sup>st</sup>, 2011.
- A new photo for the leaflet (free and obligatory) and photos for the web site if desired (add \$5 each).

## NEW PARTICIPANTS

### The artists who did not participated in the Circuit in 2011 must send :

- the registration form (completed and signed).
- Appendix A and B duly completed.
- A check for the amount of **\$320** (\$280 for the inscription and \$40 for the Web site) issued to: Circuit des Arts Memphrémagog, and dated Dec. 31<sup>st</sup>, 2011 **AND** a separate check in the amount of **\$20** (file opening fee, non refundable) issued to: Circuit des Arts Memphrémagog and dated December 31<sup>st</sup>, 2011.
- One photo of the artist (2 in. X 2,5 in. ou 5 cm X 6 cm)
- Five (5) photos printed on paper of recent work (max. 5 in. x 7 in.) or (12.5 cm x 17.5 cm) identified with your name and destination : (leaflet and Web site).
- A short résumé in English and French (max. 160 words) describing your artistic experience, (computer support such as Word document highly recommended). For uniformity we ask that the texts be written in the third person. (ex.: **He (she) has participated in the Circuit since ...** instead of; **I participated in the Circuit since...**).
- A proof of residency in the M.R.C. Memphrémagog showing the name of the artist :  
for example :  Tax bill  Driver's license  Hydro bill

## ARTIST COMMITMENT

I understand the terms and conditions of the application. (If the artist fails to meet the requirements specified in the document

**General Rules of Participation**, he/she will be automatically excluded from the Circuit des Arts without refund.)

In witness whereof I have signed,

City : \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_

## IMPORTANT NOTES

**The photo on the map leaflet must be updated every year. There is no charge for the new photo.**

We also encourage artists to change their photos on the Web site every year (\$5 each photos). By updating photos, we help renew the Circuit's image and thus maintain visitor interest.

### Technical specification for the photo on digital media for the map leaflet and for the Web:

Maximum format : 700X 700 pixels

Resolution : 300 dpi or 2 in. X 2 in.

Save in : jpeg (maximum quality), eps or tiff.

Note: For the leaflet it is preferable to present a vertical photo instead of horizontal. This will avoid important cuttings in the picture during the graphic setup.

**In all instances, write your name on the back of the photo or on the CD.**

**Also indicate the destination of the photos :  
Leaflet (1 photo) or Web site (2 photos).**

## DEADLINE

**No applications will be accepted after December 31<sup>st</sup>, 2011.**

Incomplete or incorrect application files will be returned to the applicant. In such case, the artist can submit a new application along with a check (non refundable) for the amount of \$20.

**NO REFUND AFTER JANUARY 31<sup>ST</sup>, 2012 FOR CANCELLATION BY THE ARTIST OF HIS/HER INSCRIPTION.**

Send your application to :

**Circuit des Arts Memphrémagog  
81 rue Desjardins, bureau 103  
Magog QC J1X 5X8**

# Appendix A : Map leaflet

Please write all required information in legible block letters.  
Be concise, as you only have four lines in the leaflet

Name : \_\_\_\_\_ Tel.: \_\_\_\_\_

Address of exhibition site : \_\_\_\_\_

Specialty : \_\_\_\_\_  
(in French and English)

Do you share your site with one or two other individual artist ?

Yes  No

If yes, name of artist(s) : \_\_\_\_\_

Do you wish to be informed of artists who are interested in sharing an exhibition site ?

Yes  No

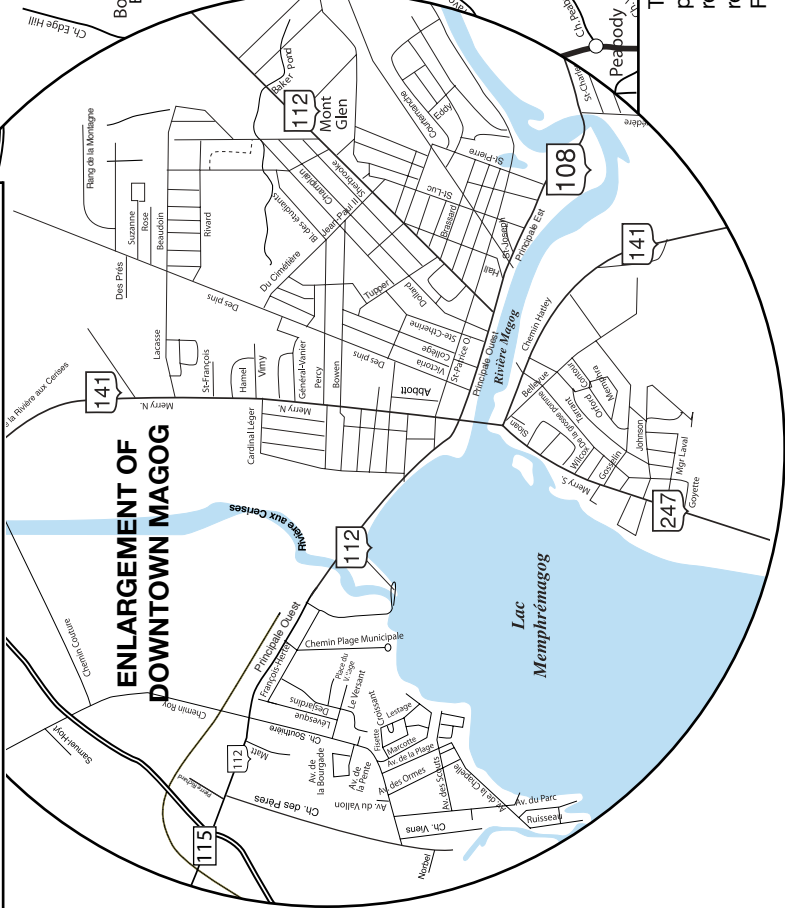
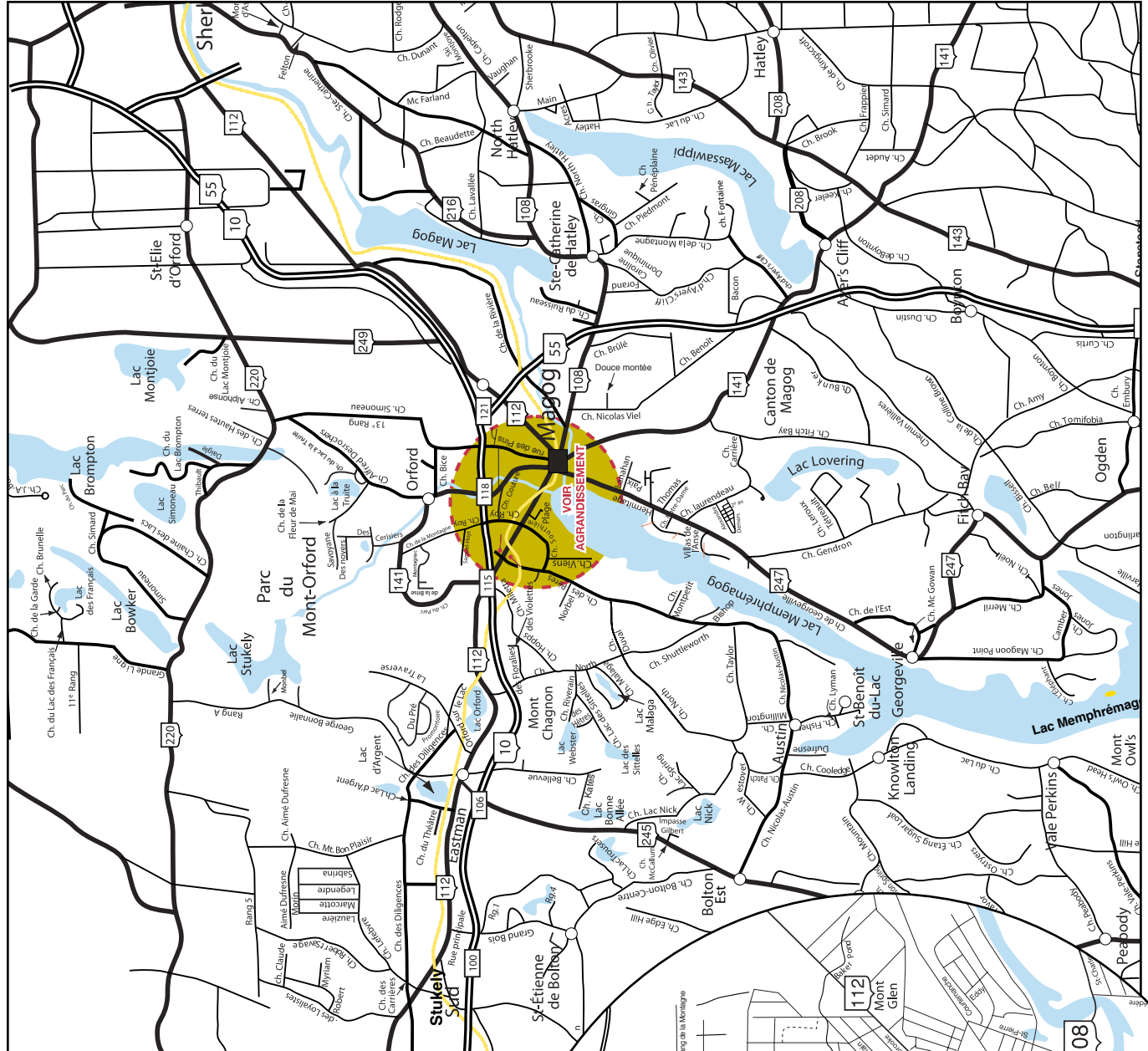
Are you interested in performing demonstrations at your exhibition site ?

Yes  No

First participation to the Circuit des Arts

Participation in 2010 or before

Participation in 2011 • Your site #



The accuracy of the information provided in the Circuit des Arts leaflet depends primarily on you. Please help us provide a map that is as accurate as possible, both for your benefit and that of our visitors. Please indicate corrections, if necessary, as to the location of your exhibition site. Inform us of any errors regarding nearby streets relative to your exhibition site by double-checking the enclosed 2011 map.  
For any problems, please contact as soon as possible Mélanie-Alexandra Beauchamp au : 819-842-1143

# APPENDIX B : Voluntary contribution

## Must be returned with the registration form

Because of limited resources, we ask that each participating artist volunteer a few hours work toward the organization of the Circuit. Please complete the following form in order to help us plan your contribution. We would like to know your interests, abilities and restrictions. The board of directors cannot promise to assign you the exact task of your choice, but every effort will be made to do so. To be fair with all, artists who did not give of their time in 2011 will be the first to be solicited.

Name : \_\_\_\_\_ Number of years as a participant in the Circuit des Arts : \_\_\_\_\_

I was member of the board of directors in the following capacity : \_\_\_\_\_

### Indicate all appropriate choices

#### General

- Light woodworking
- Mailing (several times during the year)
- Verification of the foldout map leaflet (February-March)
- Inventory of signs, repair and ordering if necessary (January-February)
- Banners : submission requests, corrections, sending and pickup of banners form sites (January-April-July)
- Web site (May)
- Preparation of documents handed to artists (late June)
- Purchasing of lunch for annual meeting (September)
- Site visits of new participants (January)
- Selection committee (January)
- Search for sponsors (November-February)
- Preparation of documents for mailing (May-June)
- Distribution of leaflets in various sectors : (June-July)
  - Orford, Eastman, Stukely-Sud
  - Ste-Catherine-de-Hatley, North Hatley
  - Magog
  - Mansonville, St-Étienne-de-Bolton, Bolton-Est

#### Collective exhibition :

- Preparation of timetables and contacting volunteers for supervision during the Circuit. (June)
- Installing and dismantling of signs for the collective exhibition (July)
- Installation of collective exhibition (July/August)
- Dismantling of collective exhibition (August)
- reception of art works (July)
- Remittance of art works (August)
- Purchasing of buffet and wine for the private view (July)
- Construction of exhibition stands

Please indicate all other abilities or aptitudes which could be useful in the organization of the Circuit, or any restrictions which would limit your capacity to help us (i.e. English-speaking only, limitations due to age, etc.). Also inform us if there is a specific period during the year when you are not available (i.e. away from the area, travelling, etc.)

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#### Publicity

- Publicity or media contacts
- Computer work
- Internet access
- Writing of documents, reports
  - Translation  French to English  English to French
- Internet search for developing new means of disseminating information (Media : magazines, newspapers)
- Assistance in promotional activities (May-June)

Comments : \_\_\_\_\_

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# Circuit des Arts Memphrémagog

## General rules of participation

### 1. Basis of agreement:

The artist welcomes all visitors in his/her studio or exhibition site for the duration of the activity.

### 2. Conditions of eligibility:

- 2.1 The artist must show original and sustained artistic work. (Artistic criteria for selection are: quality and technical skills, composition and harmony, originality and aesthetic qualities.)
- 2.2 The artist must reside part time or full time in his/her own home or be a full time tenant in the M.R.C. Memphrémagog. Proof of the preceding is required.
- 2.3 The artist must show his/her work in a pleasant, clean and easily accessible site. (Exhibits in restaurants or other commercial establishments are not allowed).
- 2.4 Only one exhibition site will be accepted for each artist.
- 2.5 No more than three artists can exhibit in one site.

### 3. Responsibilities of the artist:

- 3.1 The artist shall install the road signs provided by the Circuit. A \$30 deposit will be reimbursed when the signs are returned in good condition. The value of any unsold tickets will be deducted from the deposit. (see 3.4)
- 3.2 Every artist has to produce one artwork for the collective exhibition. (10% of the sale price will be paid to the Circuit des Arts.)
- 3.3 The artist must be present at his/her site during open hours, from 10 a.m. to 5 p.m. every day.
- 3.4 The artist is required to sell at least one book of tickets (minimum of \$21) for the draw to finance activities of the Circuit
- 3.5 The artist agrees that his/her name, address, phone number and photographs of himself/herself or of his/her work be used in publications or activities chosen by the organization committee to promote the event.
- 3.6 The artist undertakes to produce a work for the group project, work that will remain (unless otherwise specified) the sole property of the Circuit, during and after the event.
- 3.7 The artist cannot incur any expenses on behalf of the Circuit.
- 3.8 The artist will show respect for other artists' work.
- 3.9 **Additional clauses:** In order to fulfill its responsibilities, the Circuit des Arts must apply the following:
  - a) During the activity, an artist may be expelled if he/she shows, sells or publicizes at his/her site the work of another artist who has not been approved by the Circuit.
  - b) Artists are prohibited from using the name: "Circuit des Arts Memphrémagog" for his/her own personal advertising. Furthermore, the artist cannot promote the Circuit des Arts without prior authorization from the Circuit which is entirely responsible for promoting the event.
- 3.10 The artist agrees to volunteer half a day of his time to help the organization.

### 4. Responsibilities of the Circuit des Arts:

- 4.1 The Circuit agrees to organize and promote the activity.
- 4.2 The Circuit will produce a foldout map leaflet providing the name, address, telephone number, exhibition site and artistic discipline of each participating artist. These leaflets will be distributed on a large scale basis at sites accessible to the general population.
- 4.3 All portfolios will be re-evaluated every three years.

### 5. Liability:

The Circuit des arts will not be liable for any damage, accident or theft that may happen during the course of the activity. In addition, the Circuit is released from any obligation in the eventuality of the cancellation of the activity, in which case, the admission fees will not be reimbursed. The artist releases the members of the board, the employees and the volunteers who work for the Circuit from any liability or claim regarding the activity.