

March 28, 2004

## PLACITAS STUDIO TOUR

### **Proposed Policies for Operations, 2005**

Revised May 27, 2004

Revised June 1, 2004

*These policies are provided as a guideline for the Placitas Studio Tour (PST) Managing and Operating Committees and Participants. They are neither Rules nor Regulations but rather general policies intended to cover the vagaries of operations and participation that may occur from time to time. Each participant or management situation should be studied on a case-by-case basis and a consensus reached by the Managing Committee.*

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#### **Section 1 / PARTICIPANTS and PARTICIPATION**

**1.1** Participants are limited to residents of Placitas and those individual artists that retain full time studios in Placitas, whether in a residential setting or a site-specific location.

**1.2** No artists or vendors, individual or groups shall be invited by participants of the PST to participate if they are not residents of Placitas or do not keep a full time studio in Placitas.

**1.3** Commercial operations such as galleries, restaurants and other retail / commercial entities may not advertise as participants, individuals that are not residents of Placitas or who do not retain a full time studio in Placitas or any Placitas artists who have not applied and paid in full the required fees for participation in the PST.

**1.4** Participants who have applied and are accepted for the PST are advised that individual participation includes working on an organized committee or work group for the PST. Those individuals who do not accept a position working for the PST in any given year will not be accepted as a participant for the following year.

**1.5** Each artist participant is required to attend a mandatory meeting on a date set by the Managing Committee before the date of the PST. The purpose of the meeting is to acquaint each participant with the policies of the PST in place for the given year as well as to establish a dialogue with other artists, the Managing Committees and to finalize

working groups, arrangements and agreements between the parties in order to minimize problems which may occur.

If the participating artist is unable to attend a stand-in must be selected for them to attend the meeting. The stand-in will sign in for the artist as such and make it known to the meeting participants that they are present for that reason.

**1.6** Fee refunds to participants are not made, for any reason, after the agreed upon date as indicated on the PST application except by consensus of the Managing Committee.

## **Section 2 / ACCESSABILITY STANDARDS**

**2.1** Studios and homes and other locations that are deemed inaccessible for the Public by vehicle and which are determined may carry a special liability by the Mapping Committee will be advised to consider relocating their work for the PST to another location. The Managing Committee shall advise those artists of the problems and potential liabilities that may be incurred at their inaccessible locations. Those participants electing not to relocate due to inaccessibility will have their application fees returned with a letter advising them of the reason for this action by the PST organizing committee.

**2.2** The PST is not aware of any requirement of the federal Americans with Disabilities Act (ADA) to provide accessibility to physically or sight challenged individuals in this setting. However, should the need arise, each artist participant should make every effort to accommodate such individuals at their studios.

**2.3** Traffic and parking issues that may be impacted or/and exacerbated by any artists studio location on the PST, particularly those issues which may governed by State or County authorities, are to be personally managed by the artist(s) at that studio location and must conform to all local laws. In no case will the PST manage those issues or be liable for any situation that is created counter to the prevailing laws and/or for which any given artist or household member is cited by governing authorities.

Each artist participant must perform due diligence in researching and becoming knowledgeable about the prevailing laws affecting traffic, emergency vehicle access and parking at or near their studios when public safety and the public right-of-way is impacted.

### **Section 3 / STUDIO SHARING**

**3.1** Sharing studio, home or commercial space with artists accepted into the PST for the purposes of display, demonstration and sales is an elective process determined by each participant in the PST and is not managed by any PST committee. Nor shall any dispute that may arise between participants sharing space be the concern of the PST organizing committees.

Each artist in a studio-sharing situation is required to apply and pay the required fees.

### **Section 4 / GOVERNING LAWS, TAXES and LICENSES**

**4.1** PST participants are solely responsible for payment of appropriate levied taxes on sales and for the acquisition of required licenses for operation, food sales and any other reason that may be required by local and regional governing authorities.

**4.2** PST participants shall observe all local and regional laws governing emergency vehicle accessibility, building codes as may be applicable, the Americans for Disabilities Act and any other laws governing operation for the purposes of the PST. The PST is not responsible for inspection, adherence or the appropriateness of any given laws or their application or enforcement by any authority.

### **Section 5 / DISPUTES and RESOLUTIONS**

**5.1** PST is a limited volunteer organization with no legal ability to resolve disputes amongst or for participants, the attending public or neighbors of PST participants. Each participant is solely responsible for dispute resolution, for issues which may arise or in which they are involved. Your application, payment of required fees and acceptance into the PST event is not an indication of legal support from the PST organization.

### **Section 6 / THE PST ORGANIZATION**

**6.1** The PST is organized and operated by volunteers whom have limited personal time to devote to the PST each year. Though the PST encourages open dialogue and positive suggestions for improvements to its operations we cannot revise policies, procedures or methodology

instantaneously to suit any given individual participant or potential participant.

Participants are encouraged to commit their concerns and suggestions to writing to be forwarded to the appropriate committee for action and or determination. Each written request for revisions to the Policies or Operations will receive a response.

## **Section 7 / PUBLIC RELATIONS and ADVERTISING**

**7.1** Each PST participant is responsible for their own public relations and personal advertising as they see fit. The PST has a limited budget that is utilized to the best and maximum use possible but it is not intended for nor will it be used for the individual participant solely, in any fashion.

**7.2** Copies and samples of past years' advertising, press releases, postcards and brochures used by the PST are always available for an individual participant's use.

**7.3** Studio numbering, designations and locations are not flexible and may not deviate from the standard system that is applied for any given years' signage and map and descriptions developed by the Signage and Mapping Committees.

**7.4** The studio numbering system will shift each year to accommodate new participants and in fairness to those studios located at the outer reaches of our community, making retention of an individual studio number from year to year impossible.

**7.5** Artists should be aware that artworks submitted for publicity purposes are subject to publisher's standards of acceptance. The PST makes no representations about or for the suitability of artwork for publication by any media organization.