



## APPLICATION FOR ENTRY PACKAGE

Prince Edward County Studio Tour (also referred to as *PEC Studio Tour*, *the Studio Tour* or simply *the Tour*) is a volunteer-run community event. The Tour affords an opportunity for artists who are residents of Prince Edward County to open their studios to the public where they can display and sell their art, do demonstrations, and converse with new, repeat and potential clientele. Studio Tour Weekend and organized pop-up events attract hundreds of visitors annually.

Artists with a studio are encouraged to host one or two member Guest Artist(s) at their studio during Tour Weekend. Studios with Guests generally draw larger numbers of visitors on Tour Weekend. It's not necessary for you to find a guest artist yourself. We can assist in matching you with a suitable candidate from those that apply.

Conversely guest applicants need not make arrangements with a Studio Artist Member prior to applying. There are many reasons to apply as a Guest. You need not reside in Prince Edward County to be a Guest Artist, although many do. They choose to because their studio/gallery is located in the far reaches of the County, or the studio physical space itself is not easily accessible to visitors.

Each "new to the Tour" applicant's work is subject to a jurying process and studio/gallery inspection. The jurying process is based on a number of criteria including the quality of the work, the professionalism of the presentation, studio, gallery/display space suitability, safety requirements, etc. Returning members may be subject to a jury interview to ensure that they continue to meet Tour requirements.

Diversity, equity and inclusion are cornerstones to a thriving art community. We welcome applications from underrepresented groups, including artists with disabilities, those that identify as Indigenous, BPOC, LGBTQ2S+, and young emerging artists.

The Tour strives for a balanced representation of artistic media and an optimal number of studio locations. We cannot guarantee that all applications will be accepted.

### APPLICATION DEADLINE

MONDAY MARCH 16, 2026

**All applicants (new and returning) must submit a complete application package no later than **MARCH 16, 2026** to be considered for the 2026 Tour.**

Submission documentation, studio requirements and member obligations are detailed in the application form. **Questions?** By email: [info@pecstudiotour.com](mailto:info@pecstudiotour.com)

### APPLY ONLINE AT:

**pecstudiotour.com**

### SUBMIT Pages 2-5 BY MAIL TO:

**PEC Studio Tour  
 P.O. Box 6075  
 Picton Post Office  
 Picton, ON K0K 2T0**

### FEES FOR 2026

*Payable to PEC Studio Tour at the time of application*

Individual Artist <sup>1</sup>	\$300
Guest Artist	\$300

<sup>1</sup> Double studios – each individual artist must submit an application.



PRINCE EDWARD COUNTY  
**Studio Tour**

**2026 Prince Edward County Studio Tour Application / Contract**

**SUBMISSION DEADLINE: MONDAY, MARCH 16, 2026**

*Ensure that the information below is accurate. It will be used in the printed brochure & website.  
It is not necessary to complete the online application if submitting a PDF or hard copy of this application.*

**Artist Name:** \_\_\_\_\_

**Studio (and gallery name if applicable):** \_\_\_\_\_

**Studio Address:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Washroom Availability**  Yes  No **Wheelchair Access**  Yes  No

**Type of Work** (painter, potter, glassblower, sculptor, etc. - max. 3 words): \_\_\_\_\_

**Brief Description about you/your work:** (max. 50 words for website/Toureka! App. Email us if space is insufficient.) \_\_\_\_\_

**Regular Studio/Gallery Hours** if applicable: (Be brief. For example: May - Oct, Daily 11-4; or by appointment): \_\_\_\_\_

**Please mark all applicable:**

Studio Artist \$300

Guest Artist \$300

I was on the Tour within the last 3 years

I am new to the Tour

I am returning to the Tour after an extended absence

I am willing to host Guest Artist(s) during the Studio Tour Weekend. If Yes, one or two? \_\_\_\_\_

*It is not necessary for you to find your own guest(s). We will assist in pairing you with a suitable guest based on applications received. Matching criteria includes artists who create work that is dissimilar to your medium and/or style. If Name of Guest already known, please provide and ensure that they also Apply for the Tour:*

**Tour Hours:**

For Tour Weekend the hours are Friday, Saturday and Sunday 10AM – 5PM

**Social Media:**

I promote myself through social media  Yes  No

*(if Yes please specify below and if applicable provide your username)*

- Facebook \_\_\_\_\_
- Instagram \_\_\_\_\_
- Other \_\_\_\_\_

**RETURNING MEMBERS: Those on the Tour within the past 3 years must submit by the application deadline:**

- Signed & completed application form
- Signed insurance waiver
- One image of recent artwork in format suitable for the brochure – see specs below
- Applicable member fee
- By cheque payable to **PEC Studio Tour** postmarked no later than **March 16, 2026** sent to:  
P.O. Box 6075, Picton Post Office, Picton ON K0K 2T0
- By eTransfer to [info@pecstudiotour.com](mailto:info@pecstudiotour.com)

**NEW APPLICANTS, INCLUDING THOSE RETURNING FROM AN EXTENDED ABSENCE, must submit:**

- Signed/completed application form
- Signed/completed volunteer form
- Signed/completed insurance waiver
- Applicable member fee either:
  - Check payable to **PEC Studio Tour** postdated to **March 31, 2026** and mailed to P.O. Box 6075, Picton Post Office, Picton, ON K0K 2T0. *Postdated checks will be cashed only after acceptance.*
  - Via e-Transfer to [info@pecstudiotour.com](mailto:info@pecstudiotour.com) *after acceptance.*
- Your artist biography/CV & artist’s statement
- Four plus (4+) images of your recent work emailed to [info@pecstudiotour.com](mailto:info@pecstudiotour.com) with “**New Applicant 2026**” in the email subject. One image should be in Brochure Format, and the others in Website Format according to Image Specifications – see below.

*You will be contacted in March to set up a time for a jury visit to your studio/gallery space if a Studio, or a Zoom meeting if you are applying as a new Guest Artist who doesn’t reside in the County.*

(Fees are non-refundable – NSF cheques are subject to a \$50.00 fee)

**I have read and agree to comply with the terms and conditions of the PEC Studio Tour – refer to Requirements and Obligations section. Non-compliance with any of these conditions may result in exclusion from the Tour.**

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

**Only complete application packages RECEIVED by MARCH 16, 2026 will be considered.**  
*See Page 1 for mailing address.*

# Prince Edward County Studio Tour 2026 Insurance Waiver

Artist Name: \_\_\_\_\_

Business/Gallery/Studio Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

The Prince Edward County 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 including but not limited to travel to and from Tour venues and Tour meetings, is the responsibility of each participant. Therefore, each participant, including each Guest artist and studio/gallery, is required to sign the following waiver.

I, (print name) \_\_\_\_\_, the undersigned, understand the following:

1. Insurance coverage, both public liability and property insurance, is my sole responsibility.
2. I may be required to provide proof of insurance.
3. I agree to hold the Prince Edward County Studio Tour, the Tour Executive committee harmless from any claims, including but not limited to those for personal injury sustained by myself or any Tour visitor, or damage to any property, that arise as a result of my participation in the Tour.
4. If I am a Guest Artist, I agree to hold my Host Artist harmless from any claims, including but not limited to those for personal injury sustained to myself, or damage to my property, that may arise as a result of my participation in the Tour

This waiver is binding on my successors, legal representatives and assigns.

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

# Prince Edward County Studio Tour Volunteer Sign Up Sheet

*All PEC resident Studio Tour Artists/Guests are asked to sign-up for volunteer positions.*

**Brochure Distribution: All participating resident artists/studios are responsible for distribution of PEC Studio Tour brochures and/or rack cards to various locations throughout the County.** A list of locations each is responsible for throughout the season will be provided.

Please note all member participants need to be active and volunteer. Without the combined effort of our Executive Committee and our Tour Members this studio tour would not exist.

**Please indicate all tasks you are willing to volunteer for:**

- Organize the brochure distribution list assigned to members
- Be a brochure pick up spot for Members
- Package brochures/rack cards and other advertising materials
- Storage of signs and pick up spot for Members
- Organize Tour signage distribution within PEC
- Participate in Tour signage distribution within PEC
- Organize and participate in poster distribution within PEC
- Marketing Committee member
- Executive Committee member
- Special Projects Planning Committee member
- Help set up / take down for special projects and General Meetings
- Arrange refreshments for Spring and Fall General Meetings
- Assist with advertising graphics
- Social media contributor (Facebook, Instagram, etc.)
- Be on call for volunteer positions when necessary

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

## TOUR BENEFITS

- Representation in a full-colour, year-round guide. Tour brochures are printed in May and distributed throughout the Spring and Summer. Each participant's section will consist of one image, name, location, ~~hours~~, contact info, social media or website URL.
- Representation on the Tour website with one web page per artist to include information from the brochure plus an additional 3-5 images of the artist's work, a short descriptive, and studio hours.
- Participate in events promoting the Tour.
- Mass marketing of the Tour through social media, newsletters, local and regional newspapers, magazines, radio coverage, e-blasts, etc.
- Opportunity for Studio Tour social media posts, radio interviews, etc. spotlighting your studio
- Kick-off party prior to Tour Weekend
- Networking with a vibrant community of fellow County artists
- Sponsorship funding to help cover costs
- Tour signage to display on your property year round
- Directional signage to your studio location during Tour Weekend
- Supply of brochures for distribution throughout the year
- The "instant credibility" of being a member of one of the longest running and most diverse studio tours in Ontario.
- PEC Studio Tour logo to display on your website
- Members who are County residents have the ability to vote at Member meetings, including the Annual General Meeting.

## REQUIREMENTS AND OBLIGATIONS

Non-compliance with any of these conditions may result in exclusion from future Tours.

### Studio (including gallery display area) Requirements

- Studio should be a dedicated space in the home/workshop where artwork is created.
- Display/gallery area can be separate from studio work area. It should be well lit.
- Studio and display/gallery area must be open to the public on Tour Weekend.
- No other artist's work should be on display during Tour Weekend, unless classified as a double studio, or hosting guest member artist(s).
- Studio and display/gallery areas should be easily accessible and safe for the public. Nothing to trip over. No sharp tools, dangerous electrical wires or connections, no small items at child level, no very hot or cold apparatus within reach. It is recommended that all machinery be unplugged for the Tour weekend unless in a separate area not accessible by the public.
- Flooring should be even and stable. Stairs must be safe and include handrails.
- When open to the public, supplies, materials and tools used by the artist should be clean and organized. It is preferable to have some works in progress, some older and some recent examples of artist's work.
- All work should be labeled and priced.
- Ability to handle sales transactions electronically (Square, e-Transfer, etc.).

### Individual Artists with Studio must:

- Be a resident or ratepayer of Prince Edward County.
- Be in attendance and prepared to demonstrate and discuss your work during Tour Weekend.
- Have a working permanent studio space at your location where you create your art.
- Have a substantial body of your own original work available to display and sell on the Tour weekend.
- No other artists' work (unless a Tour Guest artist) can be available to the public at your location on Tour weekend.
- All artwork must be original and hand-crafted – not mass-produced (no giftware). Exceptions include fine art reproductions (prints, giclees, etc.) and art cards.
- Be located in a building able to accommodate substantial traffic during Tour Weekend.
- Distribute Studio Tour brochures to your clients and to assigned locations within the County throughout the year.
- Provide your email address - all Studio Tour correspondence is electronic.
- Attend Spring/Fall general meetings (which meetings may be in-person or online) called by the Tour Executive (attendance is optional for Guest Artists)
- Distribute brochures and be prepared to contribute to the Tour in a volunteer capacity

- Proof the brochure by the print deadline.
- Display permanent Tour signs at your studio/gallery year-round and display temporary Tour signs at your studio/gallery about a week prior to the Tour – permanent and temporary signs are to be returned in good condition, save for normal wear and tear, to the Studio Tour if you retire as a member of the PEC Studio Tour.
- Have adequate 3rd party liability insurance of not less than \$2,000,000. Participants may be required to provide proof of insurance.
- Sign the Insurance Waiver and submit at the time of applying
- Submit images of their work for the brochure and website by the deadline– **refer to Schedule “A” for Image Specifications**
- Maintain your own website, and/or social media account – Facebook, Instagram etc.

*NB: The number of visitors can vary widely if you are in a remote location, especially if there are no other Member Studios nearby. Having multiple artists at one location generally draws more visitors. If you have the space, you might consider hosting up to two Guest artists for Tour Weekend.*

### **Guest Artists must:**

- Have a substantial body of your own original work available to display and sell on Tour weekend.
- All artwork must be original hand-crafted fine art and not mass-produced. Exceptions include fine art reproductions (prints, giclee, etc.) and art cards
- Be in attendance and prepared to discuss your work during Tour Weekend.
- Provide your email address - all Studio Tour correspondence is electronic.
- If a County resident, be prepared to contribute to the Tour in a volunteer capacity and attend Member and Annual General Meetings.
- Proof the brochure by the print deadline
- Distribute Studio Tour brochures to businesses in your area.
- Maintain your own website and/or social media account – Facebook, Instagram etc.
- Have the ability to handle sales transactions electronically (Square, e-Transfer, etc.).
- Sign the Insurance Waiver and submit at the time of applying

### **New Applicants, including those returning from an extended absence of more than 3 years, must:**

- Participate in the jurying process during the month of March, (including a visit to your studio/gallery by jury members, if applicable) subject to first being deemed an appropriate candidate for the Tour at this time
- Submit the following by **March 16, 2026** as part of their application:
  - An artist biography/CV and artist’s statement
  - 4 images of recent work to be emailed (max. size 5mb in .jpg format) to [info@pecstudiotour.com](mailto:info@pecstudiotour.com) Include **“New Applicant 2026”** in the subject.
  - One image must in format suitable for inclusion in the brochure – refer to Schedule “A” for Image Specifications

**Questions?** By email: [info@pecstudiotour.com](mailto:info@pecstudiotour.com)

**SCHEDULE "A"**  
**MEMBER IMAGE SPECIFICATIONS**

<b>BROCHURE /WEB HOME PAGE IMAGE</b>	<b>WEB MEMBER PROFILE IMAGES</b>
<p><b>Format:</b> Square</p> <p><b>Number of Images:</b> Only ONE</p> <p><b>Subject:</b> Artwork only – unframed if appl. Image should fill the frame</p> <p><b>Image Size:</b> Minimum 2”h x 2”w Larger acceptable – will be reduced to fit</p> <p><b>Resolution:</b> Must be Hi-Resolution (300 DPI)</p> <p><b>Colour Format:</b> RGB or CMYK</p> <p><b>File Format:</b>     JPG, TIFF or PNG</p> <p><b>File Identifier:</b> <i>YourName-Brochure-Home-2026.jpg</i></p>	<p><b>Format:</b> Square, Vertical and/or Horizontal</p> <p><b>Number of Images:</b> 3 or 4</p> <p><b>Subject:</b> Recent work preferred. Feel free to include a picture of yourself in your studio.</p> <p><b>File Size:</b> 5 MB maximum - Large files will be optimized for Web – 500 KB max. is best</p> <p><b>Resolution:</b> 72 PPI (DPI)</p> <p><b>Colour Format:</b> RGB</p> <p><b>File Format:</b>     JPG</p> <p><b>File Identifier:</b> <i>YourName-Web01-2026.jpg</i> <i>YourName-Web02-2026.jpg</i> <i>YourName-Web03-2026.jpg</i> <i>YourName-Web04-2026.jpg</i></p>
<p style="text-align: center;"><b>DEADLINE: MARCH 16, 2026</b></p>	<p style="text-align: center;"><b>DEADLINE: APRIL 16, 2026</b></p>
<p>Email files to <b>info@pecstudiotour.com</b></p> <p><i>Questions? Contact Richard Leach at richard@stellarwindart.com</i></p>	<p>Email files to <b>info@pecstudiotour.com</b></p> <p><i>Questions? Contact Paul Verrall at paverrall51@gmail.com</i></p>