

SPIRITSTONE PRODUCTIONS

General and Submission Information

So, you feel your original creations would be appreciated by the body art community? As two artists who don't always "fit in", we understand how hard it can be to get your work noticed by your peers and make money along the way. So, we decided to do our part to help others share their talents with the world, even if we remain unknown.

Why is being a Visiting Artist with **SPIRITSTONE PRODUCTIONS** potentially beneficial to you? Well, it saves you the huge amount of time and money that it takes to start your own web site or marketing your self and your work, it connects you directly with an established and diverse body art community and you have the chance to meet other artists who will appreciate and understand you...and believe me, contacts are always good! There is nothing worse than opening yourself up to potential peers and clients and then finding out that they are not interested in your particular style of work...we can save you that trouble!

Wondering how it works and what we get out of it? As mentioned, we want to help others show their work and potentially make an income for themselves. But, of course, we need to pay our bills and eat as well. Therefore, we charge you only what it costs us to post your information and photos on our site for the first two months, after the initial two months you will be charged a decreased fee to have us maintain your information and photos for each month after that. We do not take any amount of money from your sales through our site and you can potentially make back any money spent with just a few sales! That is a great deal considering what most galleries or stores retain normally from their artists sales and to spend the time marketing their artists work.

You are welcome to remain as a Visiting Artist for as long as you would like after the first two months, which is required. We enjoy meeting and working with the many different types of individuals involved in the body art community and hope that we find others who enjoy the same through this unique program.

WHAT DO YOU HAVE TO DO TO BE A VISITING ARTIST AND HOW DOES IT WORK?

1 Contact **SPIRITSTONE PRODUCTIONS** for a Visiting Artist information and release form and to ask any questions you may have. You may go to our Contact Us page on this site for our e-mail address, toll free phone number and fax.

2 Submit five (5) photos (4 x 6 inch) or digital photos on CD to SPIRITSTONE PRODUCTIONS along with the completed release form to : **SPIRITSTONE PRODUCTIONS** / 1001 Shadow Ridge Rd / Laporte, CO 80535

All submitted works should be high quality photos and a good depiction of your entire body of work and please make sure to send them in the appropriate packaging so they are not damaged. We are not responsible for any damaged items we receive.

3 We will review your submitted original works and decide if your creations are what we are looking for. (That does NOT mean it has to be "standard" to be worthy...just look at Romy's work) This review process generally takes 7-10 days and we may contact you with any questions during this review.

4 Once a decision has been made, we will contact you to let you know if your work has been accepted or denied and why. If denied, we will return all of your submissions and information to within one week.

IF ACCEPTED: You may send five (5) new permanent submissions to post on our site or request that we use your original five. If you prefer to send five more, you must send a completed release form for these submissions as well. So, it is a good idea to make copies of your original release form when you receive it and it is also a good idea for you to make a copy for yourself of each completed form you send back to us.

You will also be required to send your first two months payment of \$100.00 at the time you are accepted. If we do not receive this payment, your work will not be posted and we will hold your information and any photos until we hear from you or receive the payment. Payment can be made by credit card, money order, business check or PayPal. No personal checks will be accepted.

5 Once we have your first two monthly payment and the final five submissions we will have them added to the Visiting Artists page along with your general information, artist statement, prices, sizes and medium of all work, and a photo of you if desired. (Artist photos are an additional price to post on our site) This process usually takes approximately one to two weeks and we will notify you when your work is posted. Your initial two month period begins the day your work is posted on our site.

6 If, after the first two required months, you do not wish to remain as a Visiting Artist, you may contact us and we will be happy to return your submissions. Your name, information and works will be removed from the Visiting Artist page. **SPIRITSTONE PRODUCTIONS** will retain your information in our records, but at no time will any personal or business records be shown to anyone or used in any manner. We understand how important trust and professional courtesy is and believe in respecting every person's private information. This information will be used to send you future project information and offers and in case future interested parties contact us because they remember your work.

7 If you decide to remain as a Visiting Artist with **SPIRITSTONE PRODUCTIONS** after the initial required two months, you will be required to pay a monthly fee in order to keep your work and information posted every month. This payment is used to have the site maintained and to help us to be able to show your work to potential clients. This monthly fee is \$25.00 and it is due by the 5th of each month. You may pay for as many months in advance as you would like. We reserve the right to remove you as a Visiting Artist if we do not receive payments by the 5th without notification and explanation from you.

BUYING OR COMMISSIONING VISITING ARTIST'S WORK:

1 If you are visiting this site and have found a Visiting Artist that you would like to know more about or potentially purchase their work, please Contact Us.

2 All initial communications will be processed through **SPIRITSTONE PRODUCTIONS** until we speak with the appropriate Visiting Artist and determine the next step. We will need general information such as the specific artist, what works you are interested in, and any questions you may have for them. We will then contact the appropriate Visiting Artist in the manner that they have previously determined and wait for their reply.

3 Once we have a reply from the visiting artist of your choice, we will contact you with the information. At that time, you will then be given the Visiting Artists contact information and the rest is up to you and that particular Visiting Artist. **SPIRITSTONE PRODUCTIONS** is not responsible for any personal conduct or business matters once we have supplied both parties their contact information. We do not make any profit from Visiting Artist sales or commissions and have no say in how these matters are conducted.

GENERAL INFORMATION:

1 We strongly suggest that all Visiting Artists creations are copyrighted before being posted on our site. This helps you as the original artist to protect your creations from unscrupulous individuals. You can contact www.copyright.gov for copyright information, but remember this process usually takes as long as five or six months to complete. In the meantime, you can make records/copies of all your original work (photos, etc.) and mail them to yourself. Once you receive the envelope in the mail do NOT open it. Save it in your records. It is best to make a signed and dated note of what is included (give specifics) in the envelope and put the original in the envelope and make a copy for your records. Copyrighting is specifically for original creations, and **SPIRITSTONE PRODUCTIONS** is only interested in original works, so don't even bother to send us anything that is not your own. **SPIRITSTONE PRODUCTIONS** is NOT liable or responsible for any works or ideas stolen from our site by viewers.

2 Remember, the goal of having Visiting Artists on our site is to assist you in expanding your horizons and hopefully help you sell your original works. We do not add or change any of your asking prices, so think about your long term plans when you do price your work. Sometimes, it is better to have many people be able to appreciate your talents than just one or two who have the money to spend. We cannot guarantee that you will make any sales through this site, but our hope is that you do.

3 **SPIRITSTONE PRODUCTIONS** sends out postcards and updates on our business every few months to our existing clients and new contacts, as well as periodically attending trade shows and other business marketing. So as a Visiting Artist, you will benefit from all of the additional work that we do. But, it never hurts for you get the word out about yourself and your work in your area. We will be happy to send our business cards with your name added as an incentive. You may purchase these color business cards for \$1.00 each (minimum of 10 cards) or you may purchase color gallery cards for \$2.00 each (minimum of 10 cards). It generally takes one to two weeks to complete these cards and they will be sent to you as soon as your work is posted on the Visiting Artist page. These cards are definitely unique and have been a great eye catcher for us for years, so take advantage of them!

4 Each Visiting Artist is expected to conduct themselves in a professional manner while posted on our web site and when dealing with prospective clients. Your behavior does reflect on **SPIRITSTONE PRODUCTIONS** in all ways as we are the ones who are initially representing you. We hope that you appreciate our efforts and do what you can to keep our trust.

5 It is important that you include your name and contact information on each submission you send to us. You should label the back of each photograph and each CD, etc. This will help ensure that your work is not lost or confused with any other submissions.

6 If you are an established artist or artisan already selling your creations to stores or individuals and have a web site, we will add your site to your Visiting Artist information for all to view so that any potential client may contact you directly. Therefore you may consider **SPIRITSTONE PRODUCTIONS** another advertising source for you. This additional service costs \$20 per posted web site address.

SPIRITSTONE PRODUCTIONS

Visiting Artist Information and Release Form

Date: _____
Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____ E-mail address: _____
Web site (if applicable) _____
Best time and way to contact you: _____

All Visiting Artists are required to pay for the first two months of their web site posting in advance. This payment is to design, post and maintain your works. How would you like to make this and any further payments to **SPIRITSTONE PRODUCTIONS**? We do not accept personal checks.

Credit Card (VISA, MC, AMEX) Money Order Business Check PayPal

The first two months payments total is \$100.00 and should be included with your five submissions and this signed release form. (Or you may call us if you are paying by credit card) Your work will not be posted until we receive payment.

All further required monthly payments are due by the 5th of each month. If we do not receive these payments by the 5th, your work will be removed from our site. Would you be interested in paying in advance more than one month at a time and would you like us to keep your payment information in our records for automatic monthly payments?

Yes Method: _____ No

We Require Five (5) Submissions Per Visiting Artist.

How will you be sending your submissions to **SPIRITSTONE PRODUCTIONS**? Please make sure your name and contact information is on each submission.

Photos (4 x 6 inches) Digital - CD Electronic (E-mail)

SPIRITSTONE PRODUCTIONS has no say in how you and potentials clients conduct business or how payments are made to you. How do you prefer payment to be made to you by purchasers of your work?

Cash* Credit Card Money Order Business Check PayPal

**Most businesses will not purchase items with cash.*

SPIRITSTONE PRODUCTIONS offers unique color business or gallery cards with each Visiting Artist's name included to help you get the word out in your area. Are you interested and which kind of card are you interested in? Your charge for this order will be added to your initial two months payment.

Business card (10 minimum) Gallery card (10 minimum)

Artists Statement: (A short paragraph about yourself and why you create the kind of work you do)

Established Artist/Business Statement: (What your business does and your role is in that business)

Please Supply All Information Below:

SUBMISSION #1 - Supplied as: Photos (4 x 6 inches) Digital - CD Electronic (E-mail)

Title and Description:

Size - if applicable: _____

Price: (w/o delivery) \$ _____ Per piece - if applicable \$ _____

Delivery information (How you will be sending potential clients this submission)

Are you willing to pay for postage and/or delivery for this item? Yes No

Are you able to delivery more than one quantity of this item? Yes No If so, how many? _____

How long will it take to deliver the extra items? _____

SUBMISSION #2 - Supplied as: Photos (4 x 6 inches) Digital - CD Electronic (E-mail)

Title and Description:

Size - if applicable: _____

Price: (w/o delivery) \$ _____ Per piece - if applicable \$ _____

Delivery information (How you will be sending potential clients this submission)

Are you willing to pay for postage and/or delivery for this item? Yes No

Are you able to delivery more than one quantity of this item? Yes No If so, how many? _____

How long will it take to deliver the extra items? _____

SUBMISSION #3 - Supplied as: Photos (4 x 6 inch) Digital - CD Electronic (E-mail)

Title and Description:

Size - if applicable: _____

Price: (w/o delivery) \$ _____ Per piece - if applicable \$ _____

Delivery information (How you will be sending potential clients this submission)

Are you willing to pay for postage and/or delivery for this item? Yes No

Are you able to delivery more than one quantity of this item? Yes No If so, how many? _____

How long will it take to deliver the extra items? _____

SUBMISSION #4 - Supplied as: Photos (4 x 6 inches) Digital - CD Electronic (E-mail)

Title and Description:

Size - if applicable: _____

Price: (w/o delivery) \$ _____ Per piece - if applicable \$ _____

Delivery information (How you will be sending potential clients this submission)

Are you willing to pay for postage and/or delivery for this item? Yes No

Are you able to delivery more than one quantity of this item? Yes No If so, how many? _____

How long will it take to deliver the extra items? _____

SUBMISSION #5 - Supplied as: Photos (4 x 6 inches) Digital - CD Electronic (E-mail)

Title and Description:

Size - if applicable: _____

Price: (w/o delivery) \$ _____ Per piece - if applicable \$ _____

Delivery information (How you will be sending potential clients this submission)

Are you willing to pay for postage and/or delivery for this item? Yes No

Are you able to delivery more than one quantity of this item? Yes No If so, how many? _____

How long will it take to deliver the extra items? _____

I understand that I am required to pay for the first two months in advance as a Visiting Artist on **SPIRITSTONE PRODUCTIONS** web site and this initial payment does not include any months thereafter. If I choose to remain as a Visiting Artist I understand that I am required to pay a fee of \$25.00 by the 5th day of each month. I understand that my work and information will be removed from **SPIRITSTONE PRODUCTIONS** web site if payment is not made and that I am responsible for contacting them so I may have my work returned to me.

Signature _____

I understand that I am solely responsible for supplying information, pricing and ultimately selling the work that is shown on **SPIRITSTONE PRODUCTIONS** and that no amount of money will be added or subtracted by **SPIRITSTONE PRODUCTIONS** from my sales or commissions. I understand that **SPIRITSTONE PRODUCTIONS** is offering a marketing tool only for me and my work.

Signature _____

I understand that any potential buyers or interested parties will contact **SPIRITSTONE PRODUCTIONS** initially. I will then be contacted by **SPIRITSTONE PRODUCTIONS** and informed of the potential client and what work he or she is interested in. I understand that I am required to follow-up with all potential clients within a reasonable amount of time (within one week) and that I am expected to conduct myself in a professional manner at all times. I understand that I am representing **SPIRITSTONE PRODUCTIONS** as well as myself when dealing with prospective clients.

I understand that I am ultimately responsible for making all final sales and working with all clients in how my work will be delivered to them. I understand that once **SPIRITSTONE PRODUCTIONS** sends me a potential sale, they are no longer responsible for any further communications, transactions, pricing, or delivery of work between myself and that client.

Signature _____

I understand and accept that **SPIRITSTONE PRODUCTIONS** is not responsible for any works that may be “stolen” off of their web site. I have read their advice to copyright my works and have chosen not chosen to take this advice.

Signature _____

I confirm that the works that I have submitted are my original creations and ideas and not by or from anyone else.

Signature _____