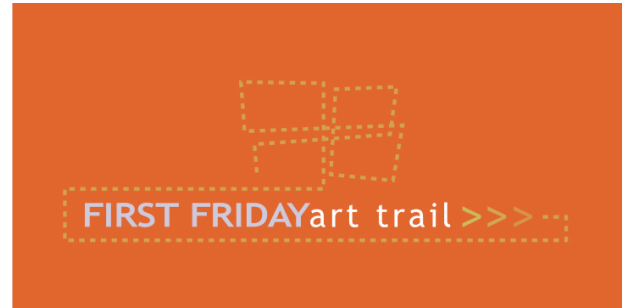


Guidelines And Agreement For First Friday Art Trail Venues

1. Secure a visual artist or group of visual and performing artists each month. You should have no less than 6 different artists over a 12-month period.
2. A portion of the artwork in your venue should change often (no less than every-other-month). The purpose is to keep the artwork fresh for the patrons. This will also help with flow of traffic to your venue.
3. On or before the 15th of each month, the following information must be emailed to the FFAT Coordinator at LHUCA. If the following information is not received by the deadline date, your venue will not be listed on the FFAT web site or in advertising for FFAT.
 - Venue Full name, physical address and phone number.
 - A list of the artists, in alphabetical order, showing at your venues and what type of art they will be displaying.
 - The dates that the exhibit will be up in your venue.
 - The times your venue will be open (especially important if you will have extended hours).
 - Send 2-3 photos in jpg format at 300dpi. Include the following information with each photo:
 - Title of the piece
 - Name of artist
 - Medium
 - Overall dimensions of the actual art work
 - Submit Texas Sales Tax permit number for the venue and each of the artist showing at the venue for that specific FFAT event. See further notes below under Sales Tax Permits.
4. FFAT fees are \$25 for Off-The-Trolley venues (your information will be listed on the LHUCA website and in the GO! section of the AJ.) and \$60 for venues that qualify and wish to be on the Trolley Stop (FFAT Trolley stops at your venue and your venue is listed). Invoices are emailed or mailed to the venues prior to FFAT. Payment may be made by check, credit card or cash and must be received by first day of the month. Payments can be made up to a year in advance.
5. FFAT is held every first Friday of the month. Each venue is expected to be open from 6-9:00 p.m. for FFAT patrons. However, longer hours before or after 6-9:00 p.m. are allowed so FFAT patrons can make it to as many venues as possible.
6. Refreshments are at the discretion of each venue. If you choose to serve beer, wine or alcohol, please check with TABC about regulations.
7. Your FFAT event must be free to the public. There can be no charge for admission, no cover charge and no sale of tickets to your venue for any event associated with LHUCA's First Friday Art Trail during the hours of FFAT.

- Any outside marketing to promote your venue must carry the official LHUCA logo as well as the official First Friday Art Trail logo. That logo is available by contacting the FFAT Coordinator at 806-762-8606. Print and web media must carry the appropriate logos; radio and TV media must mention that The First Friday Art Trail is a program of LHUCA.



Governance:

Please be aware that the First Friday Art Trail program is funded by local, state and federal grants and therefore must adhere to policies governing material that might be considered of an obscene nature. If you have any questions regarding art in your venue that may be considered obscene, please review the Texas Commission for the Arts guidelines for obscenity.

All applications to become a FFAT venue must be approved by the First Friday Art Trail Advisory Council, which consists of permanent venues, artists, donors, etc.

Sales Tax Permits:

All venues are required by the order of the Texas State Comptroller’s office to provide their Texas State Sales Tax permit number to LHUCA to be on FFAT. Each venue will be required to provide the permit number for each of the artist selling art at their venue during FFAT as well. If you or your artist do not have a Sales Tax permit, you can apply online at www.window.state.tx.us/taxpermit/ or you can apply in person at their office in Lubbock at 6292 Lola Ave., Suite 900B, Lubbock, TX 79424. There will be no exceptions to this request. If you do not provide the permit numbers as asked, LHUCA will not publish your venue in FFAT advertising.

Agreement:

By your application you are stating that you have read and understood the terms of the guidelines. Failure to adhere to these guidelines will result in your venue being removed from the First Friday Art Trail program. Please call with any questions or concerns at 806.762.8606. Read all about us at www.ffat.org.



Our mission is to inspire and enrich our community by being a catalyst for the arts.

Application For First Friday Art Trail Venue

Thank you for your interest in joining the First Friday Art Trail family. Please fill in the information below as accurately as you can to make the application process as speedy as possible. Each line will need a response.

Venue Information

(THIS INFORMATION MAY BE SHARED OR PUBLISHED ON THE FIRST FRIDAY ART TRAIL WEBSITE)

Name of Venue: _____

Address: _____

Zip Code: _____

Phone Number: _____

Venue Website: _____

When are you requesting to join the trail? _____ of _____
MONTH YEAR

Sales Tax Permit Number: _____

Venue's Key Contact Information

(THIS INFORMATION WILL NOT BE SHARED OR PUBLISHED)

Name of Event Coordinator: _____

Email Address (primary contact method): _____

Phone Number: _____

Will we be contacting the event coordinator for payment information?

Yes

No, please contact

Name: _____

Phone: _____

Email: _____

Thank you for becoming an active member of FFAT.

Mail or fax this page to: Tonja Hagy, FFAT Coordinator, LHUCA, 511 Ave. K, Lubbock, Texas 79401. Phone: (806) 762.8606 - Fax (806) 762-8622.