



Hidden In The Hills Artist Studio Tour

Show Instructions and FAQ

All Artists

- **HITH is open from 10am - 5pm** and you are **required to be in attendance** personally all six days of the show.
- Wear your Sonoran Arts League name tag each day of the show. If you do not have one you can purchase one through the League office prior to the event (\$20 each).
- **Conduct During the Event** You are not only representing yourself and your artwork but you are also representing the Sonoran Arts League and the Hidden in the Hills Studio Tour. Your **ATTITUDE** speaks volumes.
- **Safety**- Keep your display area safe by eliminating any potential hazards. Make sure legs of easels or displays will not trip patrons. Watch out for children!
- Each artist should be **demonstrating** his/her work, if possible. You may also display a photo portfolio of your working process if demonstration is not practical.
- All participating artists are required to fill out the confidential "**artist survey**" provided by the HITH committee. Please return it to your host in the envelope provided at the end of the event and the host is to return them during sign drop off.

Studio Hosts ONLY

Signage and Tote Bag Pick Up

- **Pick up/Drop Off Location:** Cuvee Studio (Joannie Wolter) 31550 N. 70th St. Scottsdale, AZ 85266.
Phone number (562) 225-2552
 - **Pick up Date:** Friday, November 15 from 8am - 12pm
 - **Drop Off Date:** Monday, December 2 from 8am - 12pm
 - You will be fined \$50 for being late and/or inconsiderate during the drop off and pick up.

Signage

- 1- Sandwich Board and 4 - Road Signs
 - Additional HITH Sandwich Boards and Road Signs will be available for rent (limited supply.) Please watch the newsletter for further information.
- Take your studio signs in after 5:00 PM each evening and set them out again the next morning before 10:00 AM.
 - Please remember every Host Studio is responsible for replacement of lost, stolen or damaged signage.

What is included in the Host Studio Tote Bag

- **HITH Artist Surveys** - All Artist's (Host and Guest) are to return this survey to the host on the last day
- **League Brochures** - please hand out to visitors of your studio
- **QR Code Table Tent** - for guest to sign up for our HITH and League Newsletters
- **Visitors Survey Cards and Poster (aka Artmark bookmark)** - Please encourage guests to participate. This helps the HITH committee with planning.
- **Clicker to count guests**
- **Art from the Heart information and clay tags**

During the Tour, it is recommended to have a **greeter** at your host studio each day to welcome your guests, to tell them about your studio and count the number of visitors stopping by.

Important Information

- **Emergencies** ~ If you have a real emergency, call 911. **Questions/concerns during the Tour** ~ call Jane Boggs after hours ~ (480) 283-7801. *Please note Jane Boggs is also an artist/host during HITH.*
- **Sales Tax** must be collected on all items sold and it is the responsibility of the artist to collect and report.
 - *Please visit the State of Arizona for up-to-date tax information, as well as appropriate cities/towns. Currently the sales tax rate in Scottsdale is 8.05%, Carefree & Cave Creek are 9.3%, and the county islands are 6.3%.*
- **TPT License** All participants MUST have an Arizona Transaction Privilege Tax License and the number on file at the League office.
- You must also have a cities/town license for the town your host studio is in.
- **Volunteer Hours**
 - Each participant is required to volunteer 8 hours by December 31st.
 - Go to the Volunteer page on the website for volunteer opportunities.
 - You may also choose to purchase your volunteer hours at \$25 per hour.

FAQ

Hidden in the Hills Studio Tour Information Center during the tour is located at **The Sonoran Arts League Studio, Studio #1, Youth Art**. The Studio is located 7100 E. Cave Creek Road #144 (in Stagecoach Village), Cave Creek and their phone number is (480) 488-2307.

Directories and Maps

- **Each Artist will receive - 1 box of directories and a stack of maps**
 - *Please note, HITH directories are sold to the public at the League office for \$10.00 until November 22nd, the first day of the show. When the show starts, the directories are free.*
- **Before the start of the tour** you can stop by the Gallery in Carefree to pick up additional Maps.
- **During the Tour** you may send a representative to the Studio to pick up more directories and maps (if available).
 - *Please note: We will have limited supply of additional Maps and Directories*

During the two weeks of the tour our Gallery in Carefree will be open Friday & Saturday only from 10am - 4pm

Mailing Maps- If you mail HITH maps individually you MUST put a first class stamp on them - please tab the open end and put your return address on them.

Visiting another studio during the tour- If you wish to visit other studios on Sunday mornings, please make arrangements with your studio host.

Top non-art related questions guests will ask you, “Where do we go to eat around here?”

The Dining Guide is near the back of the HITH directory, please encourage your attendees to visit these sponsors and have them mention HITH.

Photographs and Videos We would love for you to send us your photographs during the tour.

If you are so inclined, please take a few snapshots at your studios during the event and email them to HITHNewsletter@SonoranArtsLeague.org. On occasion the Board or a designated member of the League will be around to take photographs.

Have a great show everyone and remember to greet your guests by welcoming them to your studio and have fun.