





BENVINDO  
SEJA  
QUEM VIER  
POR BEM.

## **About the Founders...**

Many of the Fellows are curious to know a bit more about how Sacatar came into being.

“Sacatar” is actually a place high in the Sierra Nevada Mountains of California. It was there that Mitch Loch and Taylor Van Horne dreamed of founding an artist residency. Mitch, an American media artist, teacher and consultant, had extensive experience at artist residency programs and cross-cultural organizations around the world. Taylor, an American architect, had ten years’ experience living and working in Bahia. The Sacatar Canyon in California is a beautiful, remote valley at 6800 feet above sea level, but the two founders quickly realized that there are over one hundred residency programs across the United States, many of them located in equally extraordinary locations. They also realized that there were no residency programs at that time in South America. Taylor admired the resistant, fecund culture of Bahia, which fearlessly cannibalizes global influences, reinterpreting them through its own cultural expressions. He felt that Bahia had much to teach the rest of the world in this regard. The two of them therefore decided to found an arts residency program there in Bahia. Starting in 1999, they sought a location that was within easy striking distance of Salvador but simultaneously outside the hubbub of the city. The island of Itaparica was their first choice, and while they looked elsewhere across the metropolitan area of Salvador, it was on the island that they found the perfect estate for the small arts residency program they envisioned.

Mitch and Taylor created the Sacatar Foundation, a California 501c3 nonprofit corporation in 2000, with the explicit goal of establishing and funding the activities of the residency program in Brazil. The Instituto Sacatar, a Brazilian nonprofit, followed in 2001. Sacatar hosted its first artists that same year, in September 2001.

## **MANUAL FOR RESIDENTS OF THE INSTITUTO SACATAR**

Rua da Alegria 10  
Itaparica, Bahia 44460-000  
BRAZIL

Last update: June 10, 2011

We at the Instituto Sacatar are pleased to welcome you to our estate on the island of Itaparica. We have put together this booklet to make your stay as comfortable, productive and safe as possible. Please feel free to contact us with any questions or difficulties you may have before and during your stay in Bahia.

### **BEFORE YOUR ARRIVAL...**

We ask that you bring a book of your work or another book of general interest as a gift for the library of the Instituto Sacatar.

### **VACCINATIONS**

Currently no special vaccinations are required to visit Bahia. We highly recommend that you get a tetanus shot. Check with the US Center for Disease Control for epidemiological updates.

LINK TO: [www.cdc.gov](http://www.cdc.gov)

If you plan to travel elsewhere in Brazil, it is a good idea to check the CDC site. For instance, additional vaccinations may be recommended for travel in the Amazon.

### **HEALTH INSURANCE**

We recommend that you arrange adequate health insurance coverage for the duration of your stay in Brazil. Please ask for additional information from the Administrative Manager of the Instituto Sacatar, by phone (++ 55 71 3631 1834) or e-mail ([info@sacatar.org](mailto:info@sacatar.org)).

### **WEATHER**

Bahia enjoys balmy tropical weather all year round, with fundamentally two seasons, a dry season and a rainy season. In the dry summer season (November through March) the sun is very hot, although ocean breezes usually keep the ambient temperature pleasant. The rainy season (April through August) is cooler, with sunny days interspersed with frequent showers. Temperatures vary across the year from 18 – 34 degrees Centigrade. Occasionally, extended rains complicate access to Sacatar, when the road to the property becomes a difficult muddy trek.

### **CLOTHING**

Bring only the lightest of clothing. You will tend to wear as little as your modesty will allow, although public nudity is never appropriate in the local culture. In the cooler months of June and July, you may wish to bring a long-sleeve shirt or light windbreaker for the evenings.

### **ART SUPPLIES**

There are no outlets for art supplies on the island. In fact, certain materials that you consider to be common in your home country may be unavailable on our island. Art supplies in Salvador are usually imported and expensive. You should consider bringing all necessary supplies, but be aware that customs may charge a 50% tax on items you bring into the country that are jointly valued over five hundred United States dollars. You may want to reconsider your media in light of these restrictions. Please contact the

nearest Brazilian consulate for guidelines. There is no duty on art you take out of the country.

### **ELECTRICITY**

The local service is 110 volts.

### **ITAPARICA ISLAND MAP**



© Map from the site :

<http://www.itaparica.ba.gov.br/prototipo/Template.asp?nivel=000100050003&identidade=131>

See link at Google Maps © :

<http://maps.google.com/maps?ie=UTF8&hl=en&ll=-12.928276,-38.594971&spn=0.499921,0.63858&t=h&z=11&om=0>

### **ON THE ISLAND OF ITAPARICA...**

Under most circumstances, we will pick you up at the international airport of Salvador upon your arrival and transport you to the island the first time. The transportation from the airport to the island will only be at your own expense if you opt to arrive on a different date than the arrival date stated in your Residency Contract.

## ACCESS – TRANSPORTATION



Lancha



Ferry Boat

There are two types of boats that service the island:

- A passenger boat leaves Salvador from the foot of the Elevador Lacerda, behind the Mercado Modelo, every half hour during daylight hours. Called the **lancha**, it takes about forty minutes to get to the island. It arrives at the town of Mar Grande.
- An auto and passenger ferry leaves Salvador from the ferry terminal adjacent to the market of São Joaquim. The **ferry boat** (its Portuguese name) takes 45-50 minutes to arrive at the ferry terminal at Bom Despacho on the island of Itaparica depending on the ferry and on the weather. While the slowest means to the island, it is the only transportation available at night.

None of these boats arrive directly at the city of Itaparica. However, once on the island, there is a system of white VW minibuses (called *kombis*) that service the entire island. The *kombis* run a basic service from Bom Despacho to other island destinations. There is also *kombi* service from Mar Grande to the town of Itaparica. It takes an additional 30-40 minutes to get from either terminal to Itaparica. During the day, service is frequent and cheap. Late at night, frequency diminishes and prices (and bargaining) increase. The *kombis* go to downtown Itaparica. For an extra Brazilian *real* or two, they will deliver you to the Instituto Sacatar.

The fare on a crowded *kombi* will be fixed. Otherwise, know what you're paying before you start. As you negotiate, have a light touch. The drivers tend to be decent people, no matter how wildly they may drive.

There are also taxis in both Mar Grande and Bom Despacho. Even if there is a taximeter, it is a good idea to establish a price with the driver beforehand. Depending on the time of day, a taxi will cost fifteen *Brazilian reais* from either Mar Grande or Bom Despacho to the Instituto Sacatar. The taxis with taximeters register about R\$22.00 reais at night and on weekends, when fares are legally higher. Most taxi drivers know the Instituto Sacatar, although the property is also known by its former name, the Quinta Pitanga. A cab from either terminal takes about twenty minutes to get to the Instituto Sacatar. We can provide the Fellow a list of reliable taxi drivers and their cell phone numbers.

The island is connected to the south of Bahia by a bridge. Many buses leave from Bom Despacho to points south.

### **CAR RENTALS**

Automobiles may be rented in Salvador. There are no car rental agencies on the island.

### **BANKS**

You should bring from Salvador sufficient Brazilian money to cover your needs on the island. There are many currency exchanges in Salvador, including the airport. (The Brazilian currency, *real*, is pronounced 'hay-OW'; the plural *reais* is pronounced 'hay-ICE'.)

There are only three banks on the island, two in Mar Grande, near the terminal for the lancha, and one in Bom Despacho at the Ferry Terminal. There are ATM machines located across the island, several of which are in the town of Itaparica. However, not all ATM machines accept international bankcards. The ones marked Banco 24 Horas or HSBC seem to be the most reliable. You will find 'Banco 24 Horas' ATM machines at the Bompreço Supermarket near the Bom Despacho Ferry Terminal on the island. There is another Banco 24 Horas ATM machine near Sacatar, in a market at Ponto Certo (a kind of Van and cab stop where you can take vans and cabs to the ferry boat in Bom Despacho, and to the lancha in Mar Grande). Many such ATMs can be found in Salvador, including one in front of the São Joaquim Ferryboat Terminal and another on the second floor of the Mercado Modelo, near the lancha terminal in Salvador.

There is no currency exchange in Itaparica. U.S. dollars and travelers' checks can be exchanged only at the Banco do Brasil in Salvador.

The Instituto Sacatar office is not equipped to cash checks for residents or to serve as a foreign currency exchange.

### **MOVIE THEATERS**

There are no movie theaters on the Island of Itaparica. The international films with the best box office receipts are exhibited in the cinemas in Salvador, always in their original language, with subtitles in Portuguese. There are several smaller houses in Salvador that show independent feature films and documentaries. Please, contact us for any further information.

### **IN THE CITY OF ITAPARICA...**

#### **MAIL SERVICE**

The post office in Itaparica is located in the central square, Largo da Quitanda. Mail service to and from Itaparica is generally dependable. However, parcels sent by regular post can take two months or more to arrive.

For faster service, you may wish to mail parcels using FedEx or a similar company. Before doing so, be sure to determine if the company is able to deliver to the island of Itaparica outside of Salvador, Brazil.

#### **HOSPITALS**

There is a clean, minimally equipped hospital in Itaparica. Serious health problems can only be addressed in Salvador. In dire emergencies, the ambulance takes an hour to

cross to the mainland on the ferryboat. There is no helicopter or maritime ambulance service for medical emergencies.

### **PHARMACIES**

There are several pharmacies in Itaparica, but they tend not to stay open late at night. The residency keeps a very small medical kit of its own, with aspirin, Band-Aids, etc. We recommend that you bring any prescription drugs you may require from home.

Commercial brands of mosquito repellent may be purchased in local pharmacies, but if you desire an 'all natural' repellent, you would be wise to bring it with you from your home country.

### **RESTAURANTS**

There are several restaurants in Itaparica, serving local, Brazilian and international cuisine. In most restaurants in Brazil, a single a la carte dish will easily serve two. We will provide a list of local restaurants upon arrival.

The heart of Itaparica is a shady square called the Largo da Quitanda. From there you can watch the sun set in the sea. The square is fringed with a series of inexpensive restaurants and laid-back bars.

In the afternoons and early evenings, there are several *baianas* in town who prepare *acarajé* and *abará*, the popular street food of Bahia. There's a *baiano* who makes a very good *acarajé* not very far from Sacatar, at the square Praça Ubaldo Osório. The local ice-cream from Valença is outstanding.

### **RELIGIOUS SERVICES**

There are two historic Catholic churches in the city of Itaparica: São Lourenço (c. 1610) and Santíssimo Sacramento (c. 1770). If interested, we will give you the times of services upon arrival. There are other Catholic churches scattered throughout town.

There are an ever-increasing number of evangelical churches, with blinding fluorescent lights and over-amplified music.

There are no synagogues or mosques.

There are several *candomblé* grounds (where the African deities called *orixás* are honored) and a few spiritualist houses. Around Itaparica, specifically in the neighboring town of Amoreiras, members of the local population practice an African religion of ancestor worship called the *Eguns*. The services are rarely held, and you must receive an invitation to attend.

### **MARKETS AND SUPERMARKETS**

You can find fruits, vegetables, meat and fresh fish at the municipal market located in downtown Itaparica. There is a small supermarket at the entrance to town and two neighborhood grocery stores not far from the Instituto Sacatar. There is a large supermarket, the Bompreço (recently purchased by Wal-Mart), near the ferryboat terminal in Bom Despacho. There you can find cheaper and a little bit more sophisticated products.

### **TUTORS**



See our Administration if you are interested in taking Portuguese, capoeira (the martial art of Bahia), dance or percussion classes. While Sacatar will not pay for such classes, private tutors are quite inexpensive and easily arranged. The Fellows are welcome to band together for group classes, such as capoeira lessons on the beach. We can also indicate other services, depending on the Fellows' needs.

### **SHOP LOCALLY!**

Shop locally when possible. We hope that the Instituto Sacatar here in Itaparica can contribute in its own small way to the renaissance of this charming place. Your support of local businesses will contribute towards that goal.

### **AT THE INSTITUTO SACATAR ...**



### **WATER**

The city of Itaparica is very proud of its mineral water, which emerges from an artesian spring at the edge of the ocean. We fetch our drinking water from this source, known locally as the *Fonte da Bica*. We prepare all foods and juices with mineral water, although brushing teeth with the tap water is not a problem.

### **TELEPHONES**

There is no telephone in the main residential house. There is, however, a pay phone on the property, available for use by the Fellows at all times. There is another public phone on the road just outside the gates of Sacatar. To place a call, you purchase at any post office or newsstand one of three kinds of phonecards (cartão telefônico): local (low-COW), long-distance within Brazil (interurbano), or international (in-tare-nah-see-oh-NOW). We can help you get started! You can also place credit card calls by following the international instructions provided by your company. Collect calls can be placed by dialing 0800 703 2121. (For an international collect call, you then press 2 after the pre-recorded prompt.)

Each resident Fellow has a mailbox where we deliver messages.

Fellows are welcome to bring their cellular phones and sign up for a plan in which calls may be received and placed via calling card. Cellular phones should be turned off or set to vibrator mode within the grounds of the Instituto Sacatar.

Fellows can receive faxes at the Sacatar office (+ + 55 71 3631 2069) at no charge. If you need to send a fax, make arrangements with the Administration. The best phone number to give out to your friends and relatives to reach you at the Instituto Sacatar is + + 55 71 3631 3410. This phone is answered twenty-four hours a day. The person answering the phone may not speak English, but he or she will be able to locate you by name. The administrative phone number of the Instituto, + + 55 71 3631 1834, is answered only during regular business hours (8 – 5) in Brazil.

### **COMPUTERS AND INTERNET ACCESS**

There is broadband internet access available in the Sacatar library for the use of the Fellows. Fellows may bring their personal computers in order to access internet at Sacatar. Internet cafés seem to open and close sporadically in the town of Itaparica. However, with its large contingency of international tourists, there are many internet cafés in Salvador.

Laptop computers for personal use can be brought into Brazil without paying duty. There is no place to rent computers on the island.

There is a printer for the Fellows' use in the library; the Fellow(s) must purchase their own ink cartridges, which can be arranged through the Administration.

### **STUDIOS**

We have separate studio spaces for every Fellow, distinct from his or her bedroom suite. Two of the studios are in the main residential house. One measures 6.00 x 8.00 meters, and the other 3.50 x 5.00 meters. The ceilings in each are 3.60 meters high. Only the smaller studio has a sink. We have five additional studios and a woodworking shop clustered around the coconut grove facing the ocean. All of the studios are simple rooms that can easily be adapted for other disciplines.

Two of these studios are open-air, designed primarily for visual artists, with ample wall space, work sinks and private internal gardens. The wind and the birds can enter these studios freely. A third studio, reserved primarily for writers, is raised on stilts, offering panoramic ocean views. In 2010, we added two additional studios, one specifically for dance and theater (with a primitive sprung floor) and the other for musicians. While it is not soundproof or acoustically isolated, it is located at the furthest corner of the property, where musicians are less likely to disturb the other Fellows.

- We have music stands, a wide assortment of percussion instruments and a full-size electric piano available for resident musicians. We have a separate manual that lists the available equipment. Please check with administration for details.
- We have a separate woodworking studio, shared with the maintenance staff, which has basic hand tools, a primitive circular saw, etc. Also, we have hand tools that the artists can check out. See administration for details.
- We have no darkrooms, so non-digital photographers are limited in the work they can finalize at Sacatar. We do have a small refrigerator specifically for the storage of film stock. We can recommend photo laboratories in Salvador.
- We have no kiln, but there are possibilities, as yet unexplored, to work at the local brickyard which has four large wood-fired kilns, or possibly in the village of

Maragogipinho two hours away where there are over seventy wood-fired ceramic workshops.

Artists who work with members of the community tend to do so off-site, so as not to disturb the other residents. However, sometimes special events, and their rehearsals, are staged at Sacatar, with the consent of the other artists in residence.

Please realize that with five to seven resident artists in the house, we cannot guarantee the absolute tranquility that you may desire. The artists must respect the needs of each other. Also birds sing, waves break on the beach at high tide, and the neighborhood dogs bark at strangers who pass on the street. While for most of the year, the atmosphere is quiet and serene, during the high tourist season (December-February), we have no control over the people who rent houses in the neighborhood. Some of these renters party long and loud, with no regard whatsoever for the neighbors. Festivals in Brazil, which occur primarily from December through February, also tend to be loud. Sometimes, a festival taking place a few kilometers away can sound like it is happening across the street. We have limited control over the ambient sounds, but we provide earplugs upon request!

#### **TELEVISION**

There is no television or DVD player at the Instituto Sacatar.

#### **AIR CONDITIONING**

Only the administration building has air-conditioning, and very few other places on the island have it.

#### **BICYCLES AND KAYAKS**

There are four bicycles and two kayaks for the Fellows' use.

#### **ANIMALS**

While you cannot bring your pets, please know that there are dogs that live at the Instituto Sacatar. We try to keep them out of the house, but the house has many doors...

Three aloof peacocks nobly strut around the pitanga orchard. Ocean crabs wander freely into the house. On occasion someone squashes a large spider. There are various types of lizards, both inside and outside the house. There are flies, mosquitoes, beetles, bugs, termites and ants, but seldom in insufferable numbers. Many birds make the gardens of Sacatar their home. Monkeys are best seen early in the morning and late in the afternoon, when you can hear their screeches and spot them fairly easily. At dusk, bats fly out of the darker trees and sometimes into the house. Very rarely a snake slithers out of the forests surrounding the property. In the rainy season, frogs abound but can be very difficult to find. The ocean is full of crabs and mollusks. Schools of flying fish flash in the calm waters.

At Sacatar you must be willing to live intimately with many other species.

#### **CLEANING**

We ask that you keep your room relatively neat. The staff will clean the bathrooms and wash the floors once a week. Every day, a staff member will empty the toilet paper basket in your room. However, the staff will not make your bed on a daily basis nor straighten up your room for you. Someone is always available to change a light bulb or

attend to some other matter, upon your request. Please talk to the Administrative Manager to arrange for help.

As in the rest of Brazil, our sewage system chokes on toilet paper. Please put toilet paper in the basket by your toilet. Separate plastic bags are provided for the disposal of sanitary napkins.

### **LINENS**

The staff provides clean towels and changes your sheets every Monday.

There are specific towels for use on the beach. Please don't utilize other towels for this purpose.

### **LAUNDRY**

You may place clothes to be washed in the plastic bags we provide, with your name and the number of pieces of laundry clearly marked, every Thursday to be laundered on Friday. We will provide you labels to help you mark your clothes. Sacatar is not responsible for damage to any clothing. For garments that require special care, we recommend that you wash them by hand yourself.

### **MEALS**

Breakfast is served buffet style from 8:00 until 9:30. Early (or late) risers can help themselves in the kitchen.

Lunch is served, Mondays through Saturdays, at 12:00 p.m. and removed at 2:30 p.m. Please join the other residents for lunch. The food at Sacatar is simply prepared, with little or no red meat served. Latecomers can serve themselves after 2:30 p.m. in the kitchen.

Fruit and juices are available during the afternoon.

Dinner is a light buffet served from six o'clock on. Occasionally, this meal is left prepared in the kitchen and the Fellows serve themselves when they wish.

There is no meal service on Saturday evening or all day on Sundays or on municipal, state or federal holidays. Sometimes the Fellows pitch in for a weekend barbecue. You may participate in the preparation of meals, particularly on the weekends when the kitchen is yours. If you wish, you can teach the cook a favorite dish.

If you plan to miss a meal, please let the Administration know in advance.

We serve beer, wine and local liquors upon occasion, but not daily.

It's important to inform your dietary restriction, if any, to the Instituto Sacatar before your arrival. While the Instituto will strive to accommodate all residents' dietary requirements and restrictions, we cannot guarantee our ability to please everyone.

### **RECYCLING**

There is no recycling program on the island. In fact, there is only one garbage truck for the entire city of Itaparica, and it breaks down frequently. We do ask you to separate your trash. We compost all organic refuse. We further separate all paper products from the plastic and glass. We sometimes burn the paper on site, and we try to send as little

trash as possible to the overtaxed landfill near Baiacu, on the island. We take used batteries and glass to recycle in Salvador.

### **LIBRARY**

There is a small library at Sacatar with a diverse selection of books and DVDs. This library is the result of our request that Fellows bring books of their authorship or of general interest. Unlike in most libraries, in this one the books are numbered and arranged in the order received and by size. To locate a specific book, check the lists that are printed out by number, by author, by title and by category. There is also a list for books specifically about Brazil and another for books written by or about former Fellows.

The collection of films on DVD includes a variety of regional formats to accommodate laptops and personal DVD players from around the world. The films are available upon payment of a small reimbursable deposit. At present, Sacatar does not have a DVD player or TV. You must use your own. See the Administration with any specific questions or requests.

The library/cultural center in Itaparica has a small English language collection. The librarian will issue a library card to interested Fellows.

### **GUESTS**

The Instituto Sacatar is not open to the public. Spouses, partners and/or friends are not allowed to stay with residents, unless both are accepted as Fellows. You must let the Administration know when you are expecting guests and you should have them visit primarily in your studio space and primarily between the hours of 10 and 6, to maintain the tranquility of the estate for the other Fellows. No guests are allowed after ten o'clock in the evening. In addition to maintaining the tranquility of the site, this is a security issue. While most of the local population is honorable and friendly, there are some people with bad intentions who befriend foreigners.

Management will consider exceptions case by case.

Sometimes there is an evening function of the Foundation, a party or celebration. Other times, with the approval of the other Fellows, a Fellow may host a small work group or rehearsal on site. The Administrative Manager, the Executive Director or the Administrative Assistant may occasionally give tours to individuals or small groups. In each of these cases, we will do our best to let the Fellows know in advance.

Please respect the privacy and security of the other Fellows.

### **SMOKING**

We request that you not smoke inside the house, within the interior courtyard or in the studios. You may smoke in the gardens and on the exterior verandahs. Please be respectful of non-smokers. You will notice that, unlike in São Paulo, few people in Bahia smoke.

### **WARNINGS**

Watch out for falling coconuts while on the property.

Walking barefoot on the beach is not a problem, but avoid going barefoot on sandy soil away from the beach. There are two types of parasites. The *bicho do pé* forms a black

stud that must be cut out, somewhat like a splinter. The *bicho geográfico* leaves thin red tracks as it wanders beneath the skin and is rather difficult to get rid of.

While currently not a problem, the mosquito that transmits dengue occasionally inhabits the island. Dengue can be life threatening for the very old and very young. Even for the healthy, it is a painful immobilizing condition that persists for several days. While at present there is no dengue on the island, please know that in past years there have been epidemics here. We will advise all residents and accepted applicants of any outbreak.

There are other mosquitoes on the island. All beds have mosquito netting. You can purchase insect repellent locally.

The sun in Bahia is strong. You may want to use sunblock liberally. Sunblock is readily available in the local shops.

Women should be aware that our stretch of beach has very little foot traffic. Use discretion to avoid unwanted advances from strangers.

### **SECURITY**

The estate here is so beautiful, it seems impossible that a burglary could occur. However, we had such a theft occur in January 2006, when a thief stole a cellphone from a Fellow's bedroom during lunchtime. (We have since replaced the beachside fence.) Brazilian thieves sometimes operate with moving vans and have stripped houses elsewhere in Itaparica! To discourage thefts, there is a security guard or staff member on site at all times.

At night and on the weekends the security guard cannot keep an eye on every window and door, so we ask your cooperation in maintaining the house secure. Whenever you leave the property, be sure to secure the windows of your room. If you are the last Fellow to go to sleep, be sure that all the doors and windows of the house are locked. If you and the other Fellows leave the property on a Saturday or Sunday, be sure the house is fully secured before you do so.

We will make arrangements each week for one Fellow, preferably a volunteer, to confirm each night that the doors and windows are properly shuttered. We will review this task with each volunteer/assignee. We appreciate your help and support in managing this detail of communal life.

You may sleep with window(s) open if you lock into place the window grill(s) you will find in your room. In addition, we provide fans and mosquito nets in each room to make sleeping at night comfortable.

Personal objects should not be left on the pier at the beach, even while swimming. The beach, though secluded, is public; sandals and once a camera have suddenly disappeared.

Unfortunately, crack cocaine recently arrived on the island, and with it a lot of petty theft. Recently, foreigners have been targeted for street robberies. When you go into town at night, be alert. Take only enough money for your immediate necessities: cash for dinner and a few beers. Be prudent. While we know who some of these few young thieves are, the police must catch them in the act, in order to arrest them.

The city is concerned and wants to maintain proper street lighting to discourage such crime. Please report to the Sacatar administration any dark stretches of town, so we can call it in. Some lights seem always to be burnt out, but no street should be dark.

One of the staff members or the security guard will open the gate to the street or to the beach upon request. Upon returning to Sacatar, there is a rope at each gate that you can pull to ring a bell to call someone to let you in.

#### **UPON DEPARTURE...**

Please note that the transportation to the international airport of Salvador will be at your own expense if you opt to travel on a different date than the departure date stated in your Residency Contract.

#### **GRATUITIES**

Our support staff is very hardworking and dedicated. If they have contributed to the ease and pleasure of your stay, we suggest you leave a gratuity with us to divide among them equally. While well paid by island standards, they will greatly appreciate your thoughtfulness and your gift makes their lives easier.

#### **DONATIONS**

The Instituto Sacatar and its funding institution the Sacatar Foundation, a US-based 501(c)3 non-profit, gratefully accept donations from alumni. If you wish, please leave us an example of your work for our collection. Financial gifts help us to better provide for future artists.

#### **CREDITS**

We ask that you credit the Instituto Sacatar for any work that you develop during your fellowship or as a result of your experience in Bahia and that you include our logo in all printed matter, film credits or electronic media. We will gladly provide you with the image of our logo on diskette or via e-mail. You can also download it under PRESS at [www.sacatar.org](http://www.sacatar.org).

#### **QUESTIONS?**

Please do not hesitate to contact us at:  
e-mail: [info@sacatar.org](mailto:info@sacatar.org)

#### **INSTITUTO SACATAR**

Rua da Alegria, 10  
Itaparica  
Bahia 44460-000  
BRASIL  
tel ++ 55 (71) 3631 1834  
fax ++55 (71) 3631 2069

#### **SACATAR FOUNDATION**

P.O. Box 2612  
Pasadena  
CA 91102-2612  
UNITED STATES  
tel ++ 1 (626) 440 9688