



## OPEN STUDIOS WEST GIPPSLAND TERMS AND CONDITIONS

Open Studios West Gippsland is a not for profit organization run by the artists for the artists. The organizing artists, Helen Timbury, Sue Acheson and Wendy Hitchins are volunteers and make decisions in consultation with the participating artists. Their decision on matters is final.

Open Studios West Gippsland gives artists an opportunity to share their art with the public in an 'up close and personal' way. We welcome new artists to the open studios days which will be held on Saturday and Sunday, November 24 and 25, 2018. Hours are 10 am to 5 pm both days. Artists must be in their studio at all times from 10 am to 5 pm. We ask you to conform to certain criteria to keep the integrity of the group intact. The cost to participate is \$100.

More artists are wanting to join in each event, and we can foresee a time where we may have to turn people down to limit numbers. Please bear with us and accept our decisions as taken for the greater good. Long term participants and those who commit to dates early may take precedence over new comers.

### **Terms & Conditions:**

- Your art practice must be in West Gippsland
- Your art practice must be insured for public liability. The organizers must see proof of insurance (not your house and contents insurance) before you take part in an event as this is a legal obligation.
- Your art practice should be of a professional quality and the artworks presented as if they were to be sold in a shop or gallery (i.e. safe for use, well framed, no dangerous parts etc).
- You must commit to be open all day, both days (no shutting to go to the shops or because you have a small number of visitors).
- Your studio should be the place that you generally produce your art and have separate access i.e. not in your home. (Exceptions may be made at the discretion of the organisers.)
- You must be willing to demonstrate aspects of your art practice to the visiting public and talk about your work.
- All participating artists will be expected to help publicise the events by distributing brochures and emailing contacts. Other methods are welcomed too!
- All participating artists must have a Facebook ID and are expected to promote the event on Facebook to their followers: Like, Comment and Share!
- Participating artists must sell official tickets on the day and pass on numbers and proceeds within two weeks of the event. (This income is essential to fund the next event.)
- Participating artists must pay the appropriate event fee upon acceptance.
- Participating artists MUST participate in promoting the event through social media.
- Information and photos should be received by the dates requested for production of brochures. The earlier we get these, the sooner they will go on the web site - which is good publicity for you!
- Artists are encouraged to use OSWG signage to increase awareness of our 'brand' and bring drive-by visitors. There may be a small charge to purchase signs.
- Communication with artists will be done by email only.