

This is a sample form only, to help you gather the information you need for online registration. We do not accept registrations using this form

Somerset Open Studios 2018 Online Registration : Open Studios

Before you start.....please read the following to ensure you are ready:

1. Read the [Registration Guidelines](http://somerstartworks.org.uk/openstudios2018guideline) <http://somerstartworks.org.uk/openstudios2018guideline> and choose the correct fee option before you register

£190 for 1 artist, 50 words, 1 image and website entry

£310 for 2 artists, 70 words, 2 images, and website entry

£430 for 3 artists, 90 words, 3 images, and website entry

£50 fee reduction for each SAW Emerging Artist Member

* Please contact us to discuss if your venue does not fit above, i.e. you are part of an established studio group/venue with more than 3 artists.

2. Make sure you have a valid Membership

To be eligible, you must have a valid Somerset Art Works Individual Artist Membership. If you are not already a member, you will need to sign up for membership, allowing up to two weeks for activation of your account, prior to registration. To sign up, please go to:

<http://somerstartworks.org.uk/join-us/>

3. Fill in the registration form online

Please go to Art Weeks Registration Page <http://somerstartworks.org.uk/art-weeks-registration>

You need to fill in all information in one go. **You cannot re-visit your entry once you click 'submit'**. Do not close your browser when entering the information. Confirmation will be sent to you after we process your registration which may take up to 2 weeks.

Please be assured that we will contact you via email no later than Friday 31 March to confirm your registration. A PDF proof of your guide entry will be sent to you, via email, in May for any final edits.

If you prefer a paper form, please contact us on 01458 253800 or email artweeks@somerstartworks.org.uk

4. Payment

Once your registration has been submitted, please pay your registration fee by bank transfer (BACS) or cheque. Your registration will not be included in the programme until payment has been received.

By bank transfer (BACS payment)

Account: Somerset Art Works

Account No: 19638168

Sort Code: 30-62-63

* Reference 'openstudios18' & your 'username' (i.e. your membership username)

By Cheque

Please send a cheque payable to Somerset Art Works (NOT SAW Ltd) to

Somerset Art Works

The Town Hall

Bow Street

Langport, TA10 9PR

* Put 'openstudios18' & your 'username' on the back of the cheque.

Registration and payment need to be received by the Deadline of 15 March 2018. Late registrations will not be accepted unless an extension has been requested and granted. Extensions will be granted on an individual basis.

Should you encounter any problem during the registration, please email Somerset Art Works on artweeks@somersetartworks.org.uk

Registration questions

The first questions will assist you to evaluate your eligibility and to understand the expectations and responsibilities of participating in this event. We will assess your application based on the information provided and the suitability of your registration; Somerset Art Works has the right to reject any registration should they consider it unsuitable. In the event of your application being rejected, your payment will be refunded within 28 days.

Title of your event

Please provide the Studio or Artist Name(s). Limited to 6 words only.

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Are you the Main Contact for this registration? YES / NO

The Main Contact has the responsibility for passing on information about the event to fellow artists sharing studio/working space with you and for maintaining up-to-date contact details on your membership

account. You must also be aware of any updated information about the event included in Newsletters and other correspondence from the SAW office, Open Studios Coordinator and Area Representatives.

Your Name: _____

Your contact details: _____

Have you read the Guidelines and fully understand the fee and what your involvement before, during and after the event? YES / NO

Do you fully understand the following responsibilities as a participant in the event? YES / NO

This includes keeping in contact with your Area Representative to support the cross marketing and promotion of the event in your local area, being prepared to carry out your own marketing; assist in the distribution of marketing materials and guides; being part of a cluster group. (A full list can be found on Registration FAQs/Guidelines)

Are you committed to welcoming your visitors and promoting your work?

For the Open Studios Event, artists are encouraged to be there to welcome visitors and talk about their work. Artists can offer workshops, demonstrations and hands-on activities in order to reveal the process of making.

Tell us more about how you will engage with visitors?

Please give us brief description on how you intend to engage with your audience, e.g. workshops, hospitality, demonstrations? (Information entered here will not be published in the printed guide, however, this will help us to highlight your event in our publicity).

Are you applying for artist bursaries?

There are a number of bursaries via our professional development programme for Members - Creative Pathways. A separate application process is required. Please contact Zoe Li, Programme Associate for more information zoe.li@somersetartworks.org.uk

Section 1: FEE

Open Studios Event fee options

There has been no increase in costs for the event since 2008!

SAW would like to keep the event affordable for all members. Your fee covers the basic running cost of the event, including registration administration fee, guide design and print cost, advertising, PR and coordinator fee. SAW is not-for-profit organisation. All registration fees will be spent on the cost of running the event.

The cost to take part is:

1artist: £190 (to include 50 words, 1 image and website entry)

2 artists sharing: £310 (to include 70 words, 2 images, and website entry)
3 artists sharing: £430 (to include 90 words, 3 images, and website entry)
* £50 fee reduction for each SAW Emerging Artist Member

Please select one of the following:

- 1 artist: £190 (to include 50 words, 1 image and website entry)
 2 artists sharing: £310 (to include 70 words, 2 images, and website entry)
 3 artists sharing: £430 (to include 90 words, 3 images, and website entry)
 Others: Please contact us on artweeks@somersetartworks.org.uk

Number of Emerging Artists

There is a £50 fee reduction for each SAW Emerging Artist Member. Please select the number of emerging SAW Artist Members in your registration and provide the name below:

Emerging Artist 1: Name _____
Emerging Artist 2: Name _____
Emerging Artist 3: Name _____

Do you receive fee-reduction bursaries? YES / NO

£100 fee-reduction bursaries are available for educational and artist-led projects. There is a separate application process, please contact Zoe Li for details.

Total registration fee

Enter the total amount below. Calculate your total amount with the above selection carefully. This should match the amount of payment you send to us. (Enter digits only)
£ _____

Payment Method

- BACS
 Cheque

Once your registration has been submitted, please pay your registration fee by bank transfer (BACS) or cheque. Registration won't be included in the programme until payment has been received.

By bank transfer (BACS payment)

Account: Somerset Art Works
Account No: 19638168
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* Reference 'openstudios18' & your 'username' (i.e. your membership username)

By Cheque

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Somerset Art Works
The Town Hall
Bow Street
Langport, TA10 9PR

* Please write on the back of your cheque: 'openstudios18' & your 'username'

Section 2: About you and the artists

Artist statement or description of your work

Please write a maximum of 50 words (1 artist) 70 words (2 artists) 90 words (3 artists), including a brief description of your work, price range as well as dates and times of any events, private views or workshops. Please include artist names here if there is more than one artist in the studio/workspace. This text will appear under your entry in the printed Guide and on our website. If your text exceeds the word limit, SAW will edit the text to fit within the space available within the Guide. The word count does not include directions. Please see previous examples of the guide for ideas of what to write.

Art Form

Please select maximum Three only

- Books, Paper
- Ceramics
- Film, New Media
- Furniture, Interiors
- Glass
- Groups, Galleries, Organisations
- Installation, Site Specific
- Metalwork
- Mixed Media
- Painting, Prints, Drawing
- Photography
- Pottery
- Printmaking
- Sculpture, Stonecarving
- Textiles, Fashion
- Willow, Natural Materials
- Wood
- Arts and Disability

Artists

Choose the SAW Member Artists who will be at this venue, including yourself. Artists selected must have current membership. Please include yourself if you are one of the participating artists in the venue

Artist 1:

Artist 2:

Artist 3:

Image of your work

If you register online, please make sure you have your image ready to be uploaded.

Before submitting your image, please check the following to ensure your images are suitable to be published within the Guide. This will help to provide the best possible images for your entry.

1. In square format (please crop your image to this format, you can focus on a nice detail of a larger image).
2. Ensure that your images are professionally photographed or scanned.
3. It is vital that your images are SHARP, BOLD and CLEAR.
4. The resolution of your images must be no less than 300 dpi, 5cm x 5cm in print size AND at least 1MB in file size and max 10MB.
5. SAW will only accept JPEG format images. Please save your images in JPEG format.
6. A montage of different images will not be accepted, please stick to one good image.

If you register using a paper form, we will contact you with the instructions for sending your image to us by email.

Section 3: About the venue

Venue Address

House name / number:
Street:
Village/ Town
County:
Postcode:

Region (please circle)

South Somerset / West Somerset / Mendip / Taunton Deane / Sedgemoor

Contact email

Only enter one email. This is for visitor enquiries for your venue

Website

Only one website address can be published here for information about the event.

You can add any additional website addresses of artists in your guide text.

Directions & additional information about the venue

(Maximum 20 words only.)

Disabled Access (Please tick)

_____ Good (Wheelchair access to all parts of venue)

_____ Partial (Access to limited areas of venue, including uneven surfaces such as gravel and narrow access)

_____ Not Good (No wheelchair access, including steps)

Parking (please circle)

Onsite parking / Offsite Parking

No dogs (except guide dogs)?

Childr and Family Friendly? By ticking here, you agree to the Family Friendly Guidelines. SAW will be in touch to provide more information about how to get the most from being a Family Friendly venue.

<http://somerstartworks.org.uk/what-we-do/art-weeks/art-weeks-event-family-friendly-guiding-principles>

School friendly venue? By ticking here you agree that you are happy to be contacted by schools to discuss visits to your venue. SAW will be in touch to provide more information about how to get the most from school visits.

Any activities in your venue, e.g. demonstrations and have-a-go? This includes demonstrations and have-a-go activities; please also include the details in your guide text. If you are running professional workshops and public events, please fill in the next question.

Will you be running professional workshops, school activities and public events? Professional workshops and public events will be published separately in the Events section of the Guide and on the SAW website. If you intend providing workshops to include children, you must have a DBS check.

Workshop/Event details (only if you tick the question above)

Please tell us the details about your workshops and event, including date, time, fee and booking information. Selected information will be included in the event section of the guide and/or on your venue entry, depending on the available space.

Section 4: Opening time and dates

Daily opening is optional SAW recommends that venues try to coordinate their opening times with nearby venues where possible. .

Are you open daily? YES / NO

If NO, what are your CLOSED dates? (please circle) PLEASE TAKE CARE HERE!

15th SAT / 16th SUN / 17th MON / 18th TUE / 19th WED / 20th THUR 21st FRI
22nd SAT / 23rd SUN / 24th MON / 25th TUE / 26th WED / 27th THUR / 28th FRI
29th SAT / 30th SUN

Are you open during the core opening times (11am - 6pm)? YES / NO

If NO, what are your opening times?

Section 5: Guides and Signs

Extra Guides? You will receive approximately 100 guides and you are responsible for distributing them to your contacts and in your local area. If you wish to receive more, please enter the extra number of guides:

Extra Signs? Each venue will receive 5 signs, if you wish to receive extra signs, please indicate the number below. However, any extra will be subject to availability or an additional fee.

Section 6: Additional Information

First Time? Please tick the following box if you are taking part for the first time.

Promotional Plan? Can you tell us your plans for promoting your venue? Information will be useful for our local marketing for the event.

Additional Information? What else would you like to know about taking part that isn't covered in our resources and guidelines?

Public Liability Insurance

All participating artists and venues are required by Somerset Art Works to have Public Liability Insurance in order to take part in Somerset Open Studios 2018. It is the participants' responsibility to ensure they have adequate cover for the duration of the event. PLEASE NOTE: SAW no longer provides PLI cover for participants. We recommend participants use Artists Newsletter for PLI cover by signing up to their annual subscription. <https://www.a-n.co.uk/about/insurance>

I confirm that I have adequate Public Liability Insurance cover for my venue.

Terms and Conditions

Please ensure all the information entered on this form is thoroughly checked before submission.

Somerset Art Works will not be held responsible for errors and omissions. The Editors reserve the right to request alternative images or improve clarity and to correct errors, where necessary. A proof of your guide entry will be sent to you via email prior to printing. By agreeing to participate in this event, you give Somerset Art Works permission to use submitted images for publicity purposes as appropriate.

Submission of this form implies acceptance of these terms and conditions. You may be contacted by Somerset Art Works directly.

Payments will be acknowledged within 28 days of receiving your application. A full refund will be made if the participant withdraws the entry within 14 days of submitting their application. No form of refund will be available after 1st June 2018 because of the time spent administering your application and also as the guide will be in the final design process prior to going to press.. The Somerset Art Works Board of Directors reserves the right to reject applications for entries into the guide. If the entry is rejected, payment will be refunded in full.

I agree that the information entered on this form can be held on the SAW database and website and published in the Somerset Open Studios 2018 Guide and that I understand and accept the terms and conditions.