

# DERBYSHIRE OPEN ARTS 2012

2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> June 2012.

## INDIVIDUAL Application Form

**Deadline for return of this form is Friday 13th January 2012.** If you have any queries, please telephone the organising team on 01335 390705. If you can offer space to other artists or need help finding a venue, please contact us ASAP.

**Please complete this information for the brochure. Please ensure all details are correct.**

Name as you wish it to appear in the brochure
Phone Number
Email Address
and/or Web Address
Address of venue, including the postcode
Brief description of your work (if over 30 words we may edit)
Information about, and directions to, your venue. Please focus on directions for drivers (if over 40 words we may edit)

Please enclose an image of your work that you will have on display at the event (some visitors may travel to see specific work they have seen in the brochure). The image should be on CD as a jpeg or tiff file sized between 1 and 3mb. The image should also be on paper labelled with your name and an arrow showing 'this way up'.

Please also include a self addressed A5 envelope + a 36p stamp, or an A4 envelope + 58p stamp, for us to return your artwork and your "Darts Guide".

You are requested to be open and in attendance for all four days of the event from 11am - 5pm. However Tuesday 5<sup>th</sup> June is an optional 4<sup>th</sup> day because of the Jubilee holiday this year. If you cannot comply with all the times, please state the times and the day you will **NOT** be open:

### Please circle your selected answer to these questions:

- |  |     |    |
|--|-----|----|
| Are you prepared to undertake commissions?   | Yes | No |
| Are you prepared to give tuition, workshops, or talks?   | Yes | No |
| Are you intending to have a preview evening on the Friday?<br>(If yes, we intend to put a note in the brochure requesting visitors to contact you in advance for details). | Yes | No |
| Is full Disabled access available?   | Yes | No |
| Is partial Disabled access available?  | Yes | No |

## The entry fee is £60.00 for an individual artist

### HOW TO PAY

You may make your payment in either of two ways, whichever you choose: 1. Cheque, or 2. BACS:

1. CHEQUE - You can pay by posting us a cheque. Make it payable to "Derbyshire Open Arts", and send it to Derbyshire Open Arts, Manor Cottage, Alsop-en-le-Dale, Ashbourne DE6 1QP. Please write your name (as in your application) on the back of the cheque.

2. BACS - Whether applying online or filling in and posting a paper form, you can pay by BACS - either do it online from your bank account, or simply telephone your bank and ask them to make the payment. This method is free to both you and to us. Our bank sort code is 40-17-15 and our account number is 11783475. If paying this way, do **enter your name as the reference** - so that we know who the payment is from!

Please circle which payment method you have used: Cheque BACS

If you have any queries about how to pay, please telephone our treasurer, Andy Rodgers, on 01246 230925.

**Please complete this information for Derbyshire Open Arts admin:**

Name
Contact phone number
Contact email
Contact address, including post code (for delivery of brochures and guidelines etc)

**How many artists will be sharing this venue, including yourself?**

No. of artists
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**Please indicate your requirements for numbers of brochures, etc:**

The more you distribute, the better the event (but there may be budget restraints).

Number of brochures requested: Please circle: 20 50 80 120

... or insert your own number in the box:

Brochures
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Number of A4 posters. Please circle: 0 5 10 20 30 40

... or insert your own number in the box:

A4 Posters
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Number of balloon packs (ten in a pack). Please circle: Balloon packs 1 2 3 4 5

Number of A3 laminated signs (containing the "Darts" logo and a space for you add directional arrows or details). Please circle: A3 signs 0 2 5 8 12 15

Would you be willing to act as a distribution address for other artists? This would involve a "Darts" volunteer delivering the brochures for several artists local to you. We will contact the artists concerned with your details so that they can arrange to collect from you.

Would you be willing to act as a distribution address? Please circle: Yes No

**Entry to Derbyshire Open Arts is subject to the following terms and conditions: please take the time to read them, and accept the conditions after you have read them.**

1. Acceptance by Derbyshire Open Arts of this application form entitles the artist to one year's membership of the organisation, which is run in accordance with its Constitution, a copy of which is available for inspection on request. Derbyshire Open Arts reserves the right to decline any application deemed unsuitable for the event.
2. Each artist agrees to publicise the event to the best of their ability, by distribution of brochures and any other means available.
3. Each artist participating must open their venue to the public on the days they specify and be in attendance during the opening times stated. Although sales are an important element of the event, that is not its sole purpose. Focus must be placed on engaging with the public and showing working methods and techniques.
4. All appropriate fees must be paid in full with the application. Should an artist subsequently decide not to take part, fees will not be refunded after 13th January 2012.
5. Other than any paid-for advertising, each artist will be allowed one image only for one entry in the printed brochure. Derbyshire Open Arts intends to return all such material to the artist, but cannot accept responsibility for any damage or loss.
6. Derbyshire Open Arts will base the production of the brochure and other advertising material on the information provided by the artist in this application form. Derbyshire Open Arts reserves the right to exclude, edit or decline any content deemed to be inappropriate or offensive. It is the responsibility of each applicant to ensure all details are correct. Derbyshire Open Arts accepts no liability, direct or consequential, for any errors or omissions in its advertising and promotional material.
7. Derbyshire Open Arts accepts no liability for damage to or loss of work, equipment or other property belonging to or in the care of artists or members of the visiting public or for injury sustained by artists, the visiting public or by any other person at the venue of any Derbyshire Open Arts participant, and participants must ensure that a notice to this effect is placed clearly on display at each venue. The necessary insurance is strictly the responsibility of the individual participant and/or venue, and whether exhibiting at their own venue or that of others, artists must satisfy themselves that adequate insurance is in place.
8. All work displayed must be the artist's own: a non-participating artist may not exhibit at another artist's venue.
9. It is the intention of Derbyshire Open Arts to tour the venues on the open days and take photographs for publicity purposes for this and future events. Each artist is deemed to be willing to cooperate with this unless Derbyshire Open Arts receives a written statement to the contrary before the event. Should there be images of artistic works included in such photographs, this does not remove copyright of such works from the ownership of the artist. Derbyshire Open Arts also reserves the right to use images supplied by the artist in future publicity material.

I agree to the terms and conditions:

Signature

Name in capital letters

Value of payment made

## CHECKLIST

Have you fully completed and proof read the application form?

Have you signed the acceptance above?

Have you enclosed an image of your artwork in both CD format and hard copy?

Does the paper copy have your name on the back and an arrow to show 'This way up'?

Have you enclosed a stamped addressed envelope? (A5 envelope + 36p stamp, or A4 envelope + 58p stamp)

Have you enclosed your cheque or made an online payment?

Please post your completed application to:

**Derbyshire Open Arts, Manor Cottage, Alsop-en-le-Dale, Ashbourne DE6 1QP**

**WE SUGGEST YOU KEEP A COPY OF YOUR SUBMITTED APPLICATION**

## WHAT HAPPENS NEXT?

**We will email or telephone each individual to acknowledge safe receipt of an application. If you have not received such an email or phone call by about a week after posting your entry, please contact us to check. Things do from time to time go missing in the post! Telephone 01335 390705 or email [info@derbyshireopenarts.co.uk](mailto:info@derbyshireopenarts.co.uk).**

Once images have been downloaded at the printers, we will be in a position to return your artwork in the envelope you provide. We expect this to be by early March. We would also at that time send you a receipt for the entry fee, along with your copy of the "Darts Guide", containing sound practical guidance on the whole "opening up" process.

In early April we anticipate the publicity material will be complete and ready for distribution, and volunteers will be sought to assist with this nearer the time. We will contact you individually to let you know where you may collect from.

**If you have any queries on any of this, do please telephone the Organising Team on 01335 390705 or email [info@derbyshireopenarts.co.uk](mailto:info@derbyshireopenarts.co.uk)**

## Advertising

Advertising Rates for the Brochure:

Eighth page: £50. Quarter page: £95. Half page: £180. Full page: £360.

Please contact Jerry on 01246 237937 or at: [jerrydaniel@uwclub.net](mailto:jerrydaniel@uwclub.net) ASAP for further details.

Deadline for receipt of adverts: Friday 27<sup>th</sup> Jan.2012