



Devon Open Studios 8- 23 September 2012

Artist Registration Form

To register as a participating artist please complete and return this form by
THURSDAY 1st MARCH 2012

Please read the form and guidance notes carefully before completing.

For assistance completing this form contact Claire McLaughlin at devonopenstudios@gmail.com or 07768 164560

PAGE ONE : Contact Details

On this page, please give details of your main admin contact for this event.

1. Contact Name

2. Contact postal address

Postcode:

3. Contact phone numbers

Landline: <input type="text"/>	Mobile: <input type="text"/>
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4. Contact Email

NB: We will use this email address as the principal way of contacting you about the event (if you do not have access to email – see No.5)

5. Postal Only Registrations

If you don't have access to email we can send **ALL** communications by post for an extra £20 – if you require this please indicate below and add this to your fees cheque.

I **would like** to receive all communications by post and will pay an extra £20 for this service.

6. For Groups only: please tell us how many artists are in your group, and their names (for administration purposes).

PAGE TWO : The following information will appear in the 2012 Printed Guide and the PDF version downloadable from the website.

Please provide information AS YOU WISH IT TO APPEAR IN THE GUIDE

7. Name of artist / group / organisation
(max. 4 words)

8. Address of your Open Studios Venue for publication in the guide

Postcode:

9. Which local authority district is this in?

10. Phone or mobile for publication

11. Email for publication

12. Website address

13. Please provide a brief description of your work, (max 20 words). This might include style, concept, inspiration etc. This wording will appear in the guide alongside your image. Multiple artists sharing space - please note you are allocated ONE joint 20 word description only.

(NB - descriptions longer than 20 words will be edited)

14. Please indicate all types of work to be seen at venue

- | | | | |
|---|--------------------------------------|--|--|
| <input type="checkbox"/> Ceramics | <input type="checkbox"/> Painting | <input type="checkbox"/> Textiles | <input type="checkbox"/> Stone Carving |
| <input type="checkbox"/> Sculpture | <input type="checkbox"/> Printmaking | <input type="checkbox"/> Wood, furniture | <input type="checkbox"/> Gallery |
| <input type="checkbox"/> Glass | <input type="checkbox"/> Photography | <input type="checkbox"/> Jewellery | <input type="checkbox"/> Collage |
| <input type="checkbox"/> Digital | <input type="checkbox"/> Mixed Media | <input type="checkbox"/> Installation | <input type="checkbox"/> Drawing |
| <input type="checkbox"/> Other (please indicate)..... | | | |

16. I enclose the image I would like shown in the Guide on disc.

Alternatively, you may email your image to us directly: devonopenstudios@gmail.com

Please supply the image in digital image format at least 300dpi and of a high quality. Please label your disc clearly with your name and DOS 2012. **See the guidelines for more information on selecting an image for the guide.**

17 . For Artists sharing a venue only: if you are sharing a venue with other artists and will have your own image in the Guide, please provide one piece of contact information that will appear next to your image. This should be either email **or** phone **or** your own website only.

18. Please indicate the days you will be open by ticking the box alongside the date.

You **do not** have to open every day, you can choose to open any days that best suit you within the 16 day event. Please note there is a standard opening time of **11.00am to 6.00pm**. We aim for all venues to be open at these times (if you are unable to, please state this). There are **optional** late nights on the two Thursdays until 8pm (tick the box if you wish to open).

<input type="checkbox"/> SAT, Sept 8	<input type="checkbox"/> SUN, Sept 9	<input type="checkbox"/> MON, Sept 10	<input type="checkbox"/> TUE, Sept 11	<input type="checkbox"/> WED, Sept 12
<input type="checkbox"/> THU, Sept 13	<input type="checkbox"/> THU, Sept 13 Evening 6-8pm	<input type="checkbox"/> FRI, Sept 14	<input type="checkbox"/> SAT, Sept 15	<input type="checkbox"/> SUN, Sept 16
<input type="checkbox"/> MON, Sept 17	<input type="checkbox"/> TUE, Sept 18	<input type="checkbox"/> WED, Sept 19	<input type="checkbox"/> THU, Sept 20	<input type="checkbox"/> THU, Sept 20 Evening 6-8pm
<input type="checkbox"/> FRI, Sept 21	<input type="checkbox"/> SAT, Sept 22	<input type="checkbox"/> SUN, Sept 23		

19. Directions: please give brief directions to help people find your venue. Include parking availability. (Max 30 words, directions supplied longer than 30 words will be edited)

20. Access: please give brief details about access to your venue, if relevant, e.g uneven paths, steps (Max 6 words, text supplied longer than 6 words will be edited)

21. Other venue details (tick as appropriate): These will be represented as symbols in the Guide.

- Wheelchair/disabled access
 Refreshments available
 Workshops/courses available at other times
 No dogs
 Toilets available
 Demonstrations during DOS
 Studio Open All Year By Appointment (NB - this is to give the Guide year-round relevance – tick this only if you are happy to be contacted by visitors throughout the year to arrange a studio visit).

22. Shared venues: (we will try to match you with an appropriate artist once all entries are received)

I **do not** have a venue and need to contact those looking to share theirs.

I **do** have a venue and would like other artists to apply to share it. Please give details below:

23. Insurance

Devon Artist Network can obtain public liability insurance for the duration of the event for participants who require it, the cost of which is £15 for individuals and £25 for groups. Please tick the box if you require this insurance cover (see guidelines for more details):

I **do require** public liability insurance cover during the Devon Open Studios event - and will pay an extra £15 (individuals) or £25 (groups) for this cover.

CHECKLIST:

- I enclose a cheque for £ _____ made payable to **Devon Artist Network Ltd.** (See guidance notes for an explanation of fees for inclusion in the guide.) My cheque includes (tick as appropriate):

Individual artist, fee	£150	<input type="checkbox"/>
Group of Two artists, fee	£280 / £300	<input type="checkbox"/>
Group of up to Four Artists, fee	£280	<input type="checkbox"/>
Group of 5 or more Artists, fee	£560 / £840 / £1120	<input type="checkbox"/>
I require Postal Only Communication	£20	<input type="checkbox"/>
I require Insurance for a Single Artist	£15	<input type="checkbox"/>
I require Insurance for a Group of 2+	£25	<input type="checkbox"/>
I am not currently a member of DAN; I enclose my membership form and fee	£20	<input type="checkbox"/>

(NB. Participants in Devon Open Studios 2012 must be DAN members)

- I enclose a 300dpi high quality image(s) of my work on disc/ I have emailed my image to the Coordinator devonopenstudios@gmail.com (please delete as appropriate)
- I agree that the information on this form can be held on DAN's database.
- I agree that the information on this form can be shared with other artists taking part in the event.
- I agree that the information as specified for inclusion in the 2012 Guide on this form can be put on the Devon Artist Network website.

By signing this form I have agreed to the conditions/details listed above.

Signed:	Date:
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Next Steps: You will be contacted to confirm receipt of your entry. Cheques will not be cashed until the week commencing Monday 5th March 2012, since we do not process applications until all entries are received, and the event will only go ahead if minimum participant numbers are reached.

Please return this form and a cheque by **Thursday 1st March 2012 to: Devon Open Studios 2012, Devon Artist Network Ltd, Hannaford Old House, Poundsgate, Newton Abbot, Devon TQ13 7NX**

For assistance contact Claire McLaughlin at devonopenstudios@gmail.com or 07768 164560