

North Pembrokeshire Open Studios

24th August – 8th September 2019



Guidance Notes & Fees for Participating Artists

Please read this document carefully before completing the registration form. The answers to the most common queries can be found in this document, but if you need further assistance contact Andrew Brown, Coordinator, on info@npopenstudios.co.uk or (01348) 840177. M: 07772502089

Entry Dates

Even though we have several months to plan the various aspects of the project, it's surprising how quickly the North Pembrokeshire event will come around!

We have a deadline for payment and completed application form (see attached guidelines) plus limited space for artists. All applicants will be on a first come first serve basis.

The deadline for entries and payment to be received by **7th January 2019** (please note, if we do not receive your completed application form and payment by this date, you will not be entered into the brochure). If for any reason you are unable to provide your entry by the proposed date, please get in touch with us.

Fees for 2019

The cost of entering for 2019 will be:

1 artist	quarter page	1 image	£150.00 (can include one other named artist)
2 artists	quarter page	2 images	£240.00
3 artists	half page	3 images	£340.00
4 artists	half page	4 images	£480.00
5 artists	full page	5 images	£560.00

Any more than 5 sharing or any artist wishing to have more space for images please get in touch to discuss pricing arrangements

Your fee includes:

- Your entry with image(s) and text in 20,000 printed open studio event guide brochures.
- No commission payable on your sales
- A page proof sent to all participants for you to check the accuracy of your entry.
- A listing on the npopenstudios.co.uk brochure website.
- Various mentions on the new North Pembrokeshire Open Studios social media pages.
- Opportunities to network and promote your activities.

What we need from you!

- That you supply accurate text and images of sufficient image quality.
- Check your page proof carefully to ensure the guide is accurate.

- You meet the deadline of 7th January 2019 to submit all information or notify the coordinator if you are unable to submit your entry.
- You work with local artists and with North Pembrokeshire Open Studios to publicise the event.
- You will be open on the dates/times you list in our event guide and display work consistent with your description.
- You promote your open studio locally.
- You follow the guidelines and ensure your studio meets with health and safety requirements and is adequately insured (public liability).

How to Register for North Pembrokeshire Open Studios

Step 1: Complete the Online Registration Entry Form

The online registration entry form can be found here: <http://www.npopenstudios.co.uk/registration/> (CTRL + Click the link) or via the link on our facebook page “North Pembrokeshire Open Studios”.

Before you start the entry, please ensure you have the following to hand:

Name – this is the name of the lead artist or group admin i.e the person who will be dealing with the admin side of your entry.

Telephone No. – Number to contact / published in guide.

Email Address – the email you wish to use for administration/correspondence (if Applicable).

Website – Website address (if applicable).

Venue Address – for publication in the guide.

Description – this will be your up to 50 word description, published in the guide.

Art Category – Please choose from the available categories (Ceramics, Painting, Photography, etc.)

Available dates – Please submit your available dates between 24th August – 8th September to be included in the calendar under your entry.

Opening Times - To help visitors to the event we aim for standard opening times of 11.00am to 6.00pm. If you cannot open during these hours please indicate this clearly on the form.

Helping Visitors access your Venue - Please give clear and simple directions on how to find your venue at section 3 of the form. In hard to find locations, assuming a visitor can find the centre of the nearest village and starting your directions from there is a good idea. Many people will use postcodes to locate you (via Sat Nav or internet mapping) so do note down if Sat Nav is not reliable in your area. If you are in a very rural location, a map grid reference may be helpful.

Access - Please outline any relevant access issues such as steps or uneven ground, to help visitors with mobility issues to plan their visits. Leave this blank if there are no access issues.

Visitors may wish to contact you in advance or en route to your studio so give an email address and a phone number that you can monitor from your studio.

Providing Images for the Guide – Important! Images should be provided at print ready quality and minimum 2000 pixels wide (300dpi) to ensure best quality of your entry into the guide.

Please supply:

Individual artist Entry - One Image Only

2 artists sharing a quarter page - Up to 2 images max.

3/4 artists sharing a half page - 3-4 images, we suggest a single composite image showing all artists involved.

5+ artists sharing a half page - Upto 4 images, we suggest a single composite image showing all artists involved.

Step 2: Making a Payment and Confirming Participation

Once you have registered, completed your entry and submitted your images via the website registration form, you will be required to make the appropriate payment to confirm your entry in the brochure.

Please make all payments via BACs (online bank transfer) details below:

Bank: HSBC

Account No: 71601199

Sort Code: 40-23-21

Reference: Please include your artist/admin name as reference.

After your payment has been confirmed, we will email you a copy of the completed information.

Once all of the registrations have been completed and processed (this can take around 4-6 weeks), providing we have received enough to make the event viable, then you will be contacted by email to confirm your participation.

Additional Information

Public Liability Insurance

Please note: It is your responsibility to have in place Public Liability Insurance for your venue. You may not need separate insurance if you are using commercial premises but do ensure you check your situation. We cannot offer Public Liability Insurance.

Membership of www.axisweb.org or www.saa.co.uk comes with free public liability (other art affiliations may offer Public Liability)

If you need further assistance contact Andrew Brown, Coordinator, on info@npopenstudios.co.uk or **(01348) 840177 / Mobile: 07772 502089**