

Mission Statement

Open Up Sheffield exists to advance and encourage the practice and appreciation of the visual arts and fine crafts, specifically in South Yorkshire, by providing networking, peer support and sales opportunities and opening up artists' studios and temporary venues to the general public to generate a dialogue.

The event will take place on 25th and 26th April as well as 2nd, 3rd and 4th May 2009.

CLOSING DATE of Friday 6th February 2009

Return to: **119 Cemetery Road, Sheffield S11 8FN.** 0114 275 3847 openupsheffield@yahoo.com

PLEASE ENCLOSE:

- A cheque for £65 per person payable to "Open Up Sheffield".
- Your completed application form.
- A high quality image (please see below for details).

Please complete the form using block capitals and ensure that you have proofread your information carefully – double check telephone numbers and email addresses.

CHANGES FOR 2009

- We will not accept multiple artists under one entry, and all guest artists must pay for inclusion in the publicity.
- Larger, established, venue based organisations can opt to pay for a full page, the equivalent of four individual entries.
- You must be very clear about how you are participating, distinguishing between opening your workspace or relocating for a temporary exhibition. Your workspace may be altered to accommodate the public and presenting your work, but must be the main place in which you are creative/produce. Exhibition can be anywhere, you are still required to be present as advertised and to have samples of work in progress, sketch books etc.. to talk about.
- The visitor evaluation form will be in the centre of the brochures as a pull out, saving photocopying costs. The forms are about the whole event not individual studios.
- You may be required to collect raffle ticket money and authorise the tickets which will be in the brochures, and forward the tickets and money on to the project manager at the end of your open days.
- All communications will be by email. If you do not have access, ask someone who does.
- There will be no maps, but each venue will have a multi map link on the web site.

Remember to enclose your image (one image per person only), which must be either:

- a digital image (jpeg or tiff 300dpi)
- Write the relevant picture to a clean CD or email and only send the one file required to avoid any mistakes. Do not include anything on the file or the CD that you do not want on the final print.
- Ensure the file is labeled with your name

We will refuse to print poor quality images. The image of your work is vital in attracting the visitors to you; it is all they have to go on, so please invest time in getting this right.

ARTISTS OPEN STUDIOS SOUTH YORKSHIRE 2009

TERMS AND CONDITIONS

DATES:

Saturday 25th & Sunday 26th April , & Saturday 2nd, Sunday 3rd & Monday 4th May.

Other open studio sessions from Saturday 25th to Sunday 4th May are optional

TIMES: 11 am - 5pm. (It is essential you are in the venue as publicised for a minimum of 2 days)

COST PER ENTRY:

£65 = 1 Colour digital image of your work, contact details, description.

£80 = 1/4 page advert in the directory and web site for an art or craft based event or happening not conforming to the Open Up Sheffield format. You must supply the finished artwork. (Ask for full page costs.)

Publicity.

Approx. 5,000 colour brochures, 15,000 DL postcards, mail out to 1,700 database of visitors, 65 decaux posters, newspaper, magazine & radio coverage both locally and nationally, and a web site.

To Apply;

Complete ALL the application requirements and return. Deadline **FRIDAY 6th February 2009**. We cannot accept late entries. Make cheques payable to '**Open Up Sheffield**' please.

Terms for acceptance: you will need to:

Open for at least two of the five days and for the times shown above.

Be at your studio / venue for the entire time you are open.

Have a contact number so that visitors can check your opening times and address.

Focus on showing your working methods and techniques. Exhibiting and selling **MUST** be in this context.

Present your studio / venue in a way that is accessible, tidy and safe for visitors.

Consider access for visitors with disabilities.

Publicise your own venue in addition to work by Open Up Sheffield.

Make your studio / venue visible.

Provide required text and good quality image for the brochure - see application form.

Be willing to carry out one task voluntarily on behalf of the overall event if asked by the Project Manager e.g distribute postcards, man an information stall for a couple of hours, stuff envelopes..

Conditions:

Artists / studios are responsible for any loss or damage to their work or property during the event.

Artists / studios must take responsibility to ensure their studios/ venues are safe and remove any dangerous substances, items from reach.

Artists are responsible for their own Public Liability Insurance. (information available)

All the work displayed must be of the artist/s advertised in the brochure / publicity.

You must make available to the public the promotional material from the Open College Of the Arts, our sponsors for 2009.

You must return the artist evaluation form within two weeks of the event.

Applications from artists/agents/wholesalers wishing to sell the work of others will not be accepted but you can advertise in the brochure / web site.

ARTISTS FAILING TO ABIDE WITH THE ABOVE CONDITIONS WILL NOT BE INCLUDED IN ANY FUTURE OPEN UP SHEFFIELD EVENTS.

ARTISTS OPEN STUDIOS SOUTH YORKSHIRE 2009

Office Use

Date Received		Paid		Receipt No.		Receipt Sent	
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APPLICATION FORM (please complete in block capitals)

Name of individual:			
Studio / Venue address: (include your postcode)			
telephone number, email address, web address:			
Contact details if different from above: (this will not be publicised,)			
Is the venue your work space?	<input type="checkbox"/>	Is the venue a temporary space?	<input type="checkbox"/>
Opening dates: (Minimum of two.)	Saturday 25th April 2009	<input type="checkbox"/>	
	Sunday 26th April 2009	<input type="checkbox"/>	
	Saturday 2nd May 2009	<input type="checkbox"/>	
	Sunday 3rd May 2009	<input type="checkbox"/>	
	Monday 4th May 2009	<input type="checkbox"/>	
Additional optional opening dates and times of your choosing:			

ARTISTS OPEN STUDIOS SOUTH YORKSHIRE 2009

Public transport information: bus/ tram numbers and directions, where to get off etc.:		
Does the studio / venue have disabled access? (please tick)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Details:	
Give a brief description of your work e.g. Type of work, materials, etc. Please do not use more than 20 words and remember to proofread your text.		
Details of any scheduled demonstrations or workshops during your open days.		
Are you available for workshops / private tuition? (please tick)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you willing to undertake commissions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

* The completion of this form means
acceptance of the terms and conditions.

Signed and Dated

You will be allocated 20 brochures and 100 postcards for your own use, if you are willing to help distribute the postcards/brochures or require more or less for any other reason please, please say so here.

Return by 6th February 2009 to: 119 Cemetery Road, Sheffield, S11 8FN