

4. BRIEF DESCRIPTION OF YOUR EVENT – approx 12-15 words max

5. VENUE DETAILS

VENUE Address 1												
Address 2												
Town												
County												
Postcode												
Tel:												
Email or web URL												
Facilities available Please circle	Wheelchair access	Partial Wheelchair Access	Family Friendly	Demonstrations	Teas							
6. OPENING DETAILS DATES – OPEN	<u>Artweeks 2010</u>						Mon Tue Wed Thu Fri Sat Sun					
	City 8-16 May South 15-23 May North 22-31 May						May 2010					
							1 2					
							3 4 5 6 7 8 9					
							10 11 12 13 14 15 16					
							17 18 19 20 21 22 23					
						24 25 26 27 28 29 30						
						31						
Opening HOURS	weekdays	weekends	Late night (s) (Day & Time)									
7. Image for the guide Enclosed: Please circle	CD	Emailed	Photo	Memory Stick								
Emailed Images Address image sent from:	Date Emailed:						Email to: artweeks@artweeks.org Contact office if you do not receive acknowledgement.					

- **WOULD YOU BE WILLING TO BE INTERVIEWED FOR PUBLICITY PURPOSES?** **Yes / No**
- **COULD YOU VOLUNTEER ANY HELP?** **Yes / No**
- **HOW MANY FLAGS DO YOU REQUIRE @£14 each?**

Closing date:
FRIDAY 4TH DECEMBER, 2009

Post completed entries too:
Oxford Artweeks,
PO Box 559, Abingdon, Oxon,
OX14 9EF

Tel : 01865 865596

Email: artweeks@artweeks.org or
oxfordartweeks@yahoo.co.uk

1 x SAE or postcard (For acknowledgement that entry has been received at Artweeks Office)	Tick
1x A5 SAE for Copy of Proof	Tick
1x SAE for return of image if required. (Please check correct postage & envelope size)	Optional
Membership Form(s), & fee (s) _____ @ £15 each	£
Entry Form & fees Entry Fees £	£
Number of flags ordered _____ @ £14 each =	£
Enclosed One Cheque for:	TOTAL £

GUIDANCE FOR COMPLETION OF THE ARTWEEKS' 2010 ENTRY FORM
THESE NOTES HAVE CHANGED FROM PREVIOUS YEARS
- PLEASE READ CAREFULLY

Please complete the entry form carefully in BLOCK CAPITALS in order to avoid mistakes with the transfer of information into the guide. The space for the text & image in each entry in the guide is just one-sixth of an A5 sheet (3.5 x 7 cm), so information included needs to be succinct. Please note that **all work exhibited in Artweeks must be original and made by the exhibiting artist(s).**

PARTICIPATION AND FEES: Artists may enter Artweeks as individuals, in small groups or large groups. **Only artists living in Oxfordshire or with a studio in Oxfordshire are eligible to take part.**

Individual Fees	This fee gives the artist's name in the entry, one image and the artist's name in the index, listed under one medium	£95
One Artist		

Please note : All groups must appoint a co-ordinator. This person will then be responsible for returning all completed Membership and Application forms for the group.

Small Group Fees	This fee gives the artists' names in the entry, one image per venue and the artists' names in the index, listed under one medium	£65 per person
For groups of 2 to 5 artists.		
Large Group Fees	This fee gives one large group name in bold, one entry in the index and one image. (Every participating artist in the group <u>must</u> be a member, and will be included in the index linked to their group entry).	£250 per group
For groups of 6 or more artists.		
Businesses / Galleries Fees	This fee covers one business/gallery name, one image and one entry in the index.	£300
Non-selling Group Fee	No work in the exhibition should be for sale and this will be indicated in the guide. This fee will offer one group name to be printed in bold, one entry in the index and one image.	£25 For the group
This includes schools/community groups/charities.		
Bursaries	A limited number of bursaries will be available in 2010, at the discretion of the Board, for artists who are genuinely unable to pay the entry fee. Please contact the Artweeks' office for further details.	Deadline for applications: 30 October, 2009.

MEMBERSHIP

All participating artists, whether exhibiting individually or as part of a group must have current membership of Artweeks and return the completed membership form along with the entry form and the appropriate fee, before Friday 4th December, 2009. Please avoid returning the membership forms separately. All membership forms must be included with the group entry forms; failure to do this may delay your entry form being processed. Non participating members can choose to have their details printed in the back of the guide, free of charge.

Individuals / Small Group / Large Group participants: will be covered by individual membership at a cost of £15 p/p

Schools / Charities / Community Groups / Guilds / Societies / Businesses : will be covered by a single membership payment of £15.

NB: only artists who have paid the current membership and entry fees are permitted to exhibit at the Artweeks' sites ; exhibitors must not invite guest exhibitors who are not members of Artweeks to exhibit with them. Failure to comply will result in automatic disqualification from the event.

Guidance notes relating to the Entry Form :

1. MEDIUM AND INDEX

Please select one medium from the list below which best describes your work, so that we can add your details to the appropriate section of the guide index. There will only be one index entry per artist per site.

Index Categories :

Ceramics/pottery	Jewellery	Mosaics	Painting/drawing	Sculpture
Furniture/Wood	Mixed Media	Paper	Photography/Digital Art	
Glass	Miscellaneous	Textiles	Printmaking	Engraving

(Please note: The Artweeks' office reserves the right to choose the medium if you list more than one or do not use these categories).

Index Entries for Large Groups

If individual members of the group would like to be listed separately in the index, their membership forms **must** be included with the group entry form. Large Group co-ordinators are requested to provide a complete list of all participating artists' names and their individual medium.

2. BRIEF DESCRIPTION OF THE EVENT – TO APPEAR IN YOUR GUIDE ENTRY

This section must be brief but eye-catching, including reasons why visitors may want to visit your site. The space is very limited and if the text is small and tight, it is difficult for visitors to read and looks unattractive. Subjective descriptions and lengthy directions are best avoided. Details from the guide will be transferred to our website, free of charge. The site will become live with the 2010 exhibitors at the beginning of April 2010. (Please note : the website will continue to display last year's participants until updated at the beginning of April.)

3. DATES FOR OXFORDSHIRE ARTWEEKS 2010: 8 – 31 May 2010

Artists may choose to stay open throughout the three weeks, but in order to offer the visitors some guidelines, participants are requested to ensure that they are at least open during the week allotted to their area, wherever possible:

Oxford City	8 -16 May
South Oxfordshire	15–23 May
North Oxfordshire	22-31 May

4. OPENING HOURS

It is helpful to the visitors if everyone can operate similar hours of opening. Opening hours are normally 12-6pm. Late nights are Thursday & Friday, until 8pm. However, if this is not possible, please state clearly your alternative times.

5. IMAGES

Please only submit one image per site. We can accept photographs, CDs or e-mailed images. All entries must include an image (even if it is only a logo) as the overall look of the guide is improved enormously if we avoid blank spaces. Please bear in mind when you are selecting a photograph that it will be replicated in colour and in **portrait form**. Please be aware that the scan cannot remove all the defects of a bad photograph; if the image is not sharp or the print quality poor, it will not reproduce well in the guide. All images must be clearly labelled with the entry name and region. The space available for your entire entry (words & image) is **35mm x 70mm**. (If your chosen image is landscape you might consider cropping it so that it fills the space and has more impact). If you are exhibiting as part of a group and would like to include more than one artists' image you must ensure you supply us with a composite image.

If there is more than one image on the disc please include a printout of the one intended for the guide (& its file name.) Files on disc should be a minimum of c.1mb in size (c. 300kb for a greyscale image). Anything smaller than this will not print clearly.

If you wish your image to be returned, please mark the image 'RETURN' and provide a SAE. Please ensure the envelope is the right size for your image and has the correct postage attached – Artweeks will not be responsible for any additional postage charges.

All images sent to the Artweeks' office (to Artweeks@artweeks.org) by e-mail will be acknowledged. If you do not hear from us, please contact the office immediately.

6. VENUE LOCATION

As Artweeks runs for three weeks, each week focussing on a different region of Oxfordshire, artists must decide if their exhibition site falls within in the north of the county, in the south of the county or in Oxford city. These sites are then sub-divided into areas, listed on the entry form and artists are requested to select an area appropriate for the location of their site. They will then be assigned either a volunteer co-ordinator or a distribution point for the collection of publicity material in April, which will include Guides, Artweeks' posters & any other promotional material.

Those areas with co-ordinators: – The co-ordinators will be your first point of contact and will be located conveniently to your exhibition site. Co-ordinators may contact you direct to discuss extra local publicity and organising special events in the area. They will also be responsible for distributing publicity materials locally during April. They will contact you directly in January. (Please note: As many of our co-ordinators are also engaged in paid employment, they may not be contactable during the day).

Those areas with distribution points: – Details will be provided to you with your proof and confirmation letter. These areas are where we do not have a volunteer co-ordinator, but we will provide a convenient address for you to collect your publicity material.

7. SITE FEATURES

Exhibitors are requested to indicate the degree of wheelchair accessibility to their site and any other facility which would be helpful for our visitors to know about, for example, refreshments, demonstrations etc. Exhibitors may also wish to indicate whether or not their site is “Family Friendly” and welcomes children. These features will appear in the Guide as recognisable symbols.

8. VOLUNTEERS

Artweeks depends upon its volunteers, particularly the area co-ordinators, who are especially busy during April, when guides and posters need to be distributed. If you can spare any time to help them at all to make the Festival an even greater success, please fill in the appropriate space on your application form and the Artweeks’ office or your area co-ordinator will contact you.

9. FLAGS

We recommend that every venue displays at least one flag. These are made of weatherproof plastic, are blue and yellow and measure approximately 1 sq. metre. Please indicate on your entry form if you would like to buy one, as they will need to be specially ordered. They will be available for collection, along with guides and posters, in April, from your area co-ordinator or distribution point. The cost is £14 **payable in advance**, when your entry form is submitted.

STAMPED, SELF-ADDRESSED ENVELOPES

As Artweeks operates on a very tight budget, we ask artists to supply us with two stamped SAEs with each entry. When your application form is received by the Artweeks’ office, it will be checked and if everything is in order, your details will be loaded onto our system. You will then receive a copy of this entry (in one of the SAEs) for proof-reading ; this will also act as your receipt, so that you can be sure that your forms have been received and you have been included in the guide. Your entry will not appear in its final format at this proofing stage; text will need to be rearranged once the entries have been numbered (something which cannot be done until all the entries have been received and processed). Your proof is simply to check the accuracy of the text. Sorting the forms and loading them onto the system is a time-consuming process, however, if you have not received your proof letter by the middle of January, please get in touch. If you find any errors in your proof, please alert the Artweeks’ office immediately.

Please note: As we do not have scanning machines in the Artweeks office, the proof will not include your image ; this will be added later by our designer.

The 2nd stamped SAE is for the return of your image, if required.

If you would like an immediate confirmation that your entry has been received by the Artweeks' office, please send us a SAE (sealed) / postcard which will return to you immediately. Your proof letter will then follow after processing.

ON-LINE GALLERY

For the additional fee of just £30 (payable with your membership) you can exhibit your work at our On-Line Gallery throughout the year at www.artweeks-gallery.org. The website is linked to the Festival's main site and allows artists to display descriptions of forthcoming exhibitions, contact details and up to six images. Via an individual password, you will be given access to the site so that you can arrange your own information and update it throughout the year.

DISCLAIMER

Whilst every effort is made to ensure that all details sent to us on your entry form are accurately transferred to the festival guide, the company, "Oxford Visual Arts Festival Limited" cannot be held liable for mistakes. If, for some reason, entries are missed or fundamentally incorrect (so as to seriously affect the exhibition's success), the company will offer free entry in next year's guide by way of compensation.

ALL ENTRIES MUST BE SUBMITTED FOR ARRIVAL AT THE ARTWEEKS' OFFICE NO LATER THAN Friday, 4th DECEMBER 2009.

Cheques should be made payable to **Oxford Visual Arts Festival Ltd.**

Please return your completed form and payments to :

Oxfordshire Artweeks, PO Box 559, Abingdon, OX14 9EF

Tel / Fax 01865 865596

E-mail : oxfordartweeks@yahoo.co.uk

Please do not send your entry via "Special Delivery" or by registered post, as it may arrive on a day when the office is closed. Please ensure that you have included sufficient postage, as underpaid items or packages without postage will not be accepted.