

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

6. VENUE DETAILS

VENUE Address 1											
Address 2											
Town											
County											
Postcode [we cannot process your entry without a postcode]											
Tel:											
Email or web URL											
Facilities available Please circle	Wheelchair access	Partial Wheelchair Access	Family Friendly	Demonstrations	Teas	Parking available	Workshop/ Class teacher				

7. OPENING DETAILS

<p>DATES – OPEN</p> <p><i>Please mark calendar with a cross on the days you will be open</i></p>	<u>May 2012</u>	S	S	M	T	W	T	F	
	Artweeks 2012					1	2	3	4
	May 5th-27th		5	6	7	8	9	10	11
	North Oxon : 5-13 May		12	13	14	15	16	17	18
	Oxford City : 12-20 May		19	20	21	22	23	24	25
	South Oxon : 19-27 May (Bank holiday : 7 May)		26	27	28	29	30	31	

Opening HOURS	Weekdays	Weekends if different	Late night (Day & Time)
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8. Image for the guide Enclosed: Please circle	Emailed (Image minimum size 800x800 pixels max file size 4MB)	Photo (minimum postcard A6, max A4)
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Emailed Images Address image sent from:	Date Emailed: File Name: MOST include exhibiting artist(s) or group name & region	Email to: artweeks@artweeks.org Contact office if you do not receive acknowledgement.
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Artweeks promotion material that MUST be pre-ordered by deadline: Please order me:

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|----------------------------|--------------|--|
| _____ Vinyl FLAGS | £ 16.00 each | Artweeks Logo 560mm x 495mm |
| _____ BUNTING | £ 17.50 each | Blue/Black/white with Artweeks logo 10m lengths |
| _____ Vinyl 6 x2ft BANNERS | £ 65.00 each | Artweeks logo on plain background – left blank |
| _____ Car stickers | £ 1.50 each | Artweeks Logo peel off window sticker 125mm square |

ARTWEEKS’ GUIDES: Number of guides required: please circle: 10 / 20 / 30 / 40

If you require a larger quantity please state how many _____ and on a separate sheet, where these will be distributed.

Please indicate the number of printed Artweeks guides you require, bearing in mind that the cost to produce each one is about £1 so please only order what you can distribute in the run up to your exhibition. These figures will be used as an indication only: we print 50,000 copies which need to be distributed evenly across the county and beyond. If you receive less than you have indicated it will be because we have taken into consideration the quantity of guides being distributed in your local area.

Closing date for paper entries: FRIDAY 2nd DECEMBER, 2011

Post entries too: **Oxfordshire Artweeks, PO Box 559, Abingdon Oxon, OX14 9EF**
 Tel: 01865 865596 Cheques Payable to: ‘Artweeks’
 Email: artweeks@artweeks.org

1 x SAE or postcard (For acknowledgement that entry has been received)	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)	£
Entry Form & fees Entry Fees £	£
Number of members paid on-line:	
Number of lengths of Bunting _____	£
Number of flags ordered _____	£
Number of Banners ordered _____	£
Number of Car stickers ordered _____	£
Enclosed One Cheque for: TOTAL	£