



Frequently asked questions

❖ **What is Artweeks?**

Oxfordshire Artweeks, now in its 30th year, is the county's best known and longest running annual visual arts event and the largest artists and makers open studio festival in the country.

For three weeks during May, an average of 450 exhibition sites open across the county in a variety of venues and more than 1000 artists and makers take part each year.

❖ **Can I take part?**

Artweeks is non-selective and open to all artists and makers living or working in Oxfordshire or those that have a studio in Oxfordshire. Artweeks is also open to artists and makers that live outside the county but are members of an established Oxfordshire based art group, society or guild.

The application period for exhibition entries runs from September to December each year.

You may enter Artweeks as an individual, as small groups, large groups, and non-selling groups or as a business/gallery.

It is fine to have more than one exhibition listed at the same venue or a mixture of different types of entries at the same venue.

❖ **How much does it cost?**

Membership: £ 17.50 per selling artist/maker [Non selling groups, businesses and galleries are covered by one membership in their name.] You MUST have membership for the year you are exhibiting.

Individual exhibition entry fee: £102.50

Small group exhibition 2-4 people: £72.50 per person

Large group exhibition entry fee: £275

Non-selling exhibition entry fee: £40

Business/Gallery exhibition entry fee: £300

❖ **When is the exhibition entry deadline?**

The closing dates for entries for the 2012 festival are:

Paper entries sent to the office Friday 2nd December 2011

On-line entries [which requires payment on-line] is 31st December 2011

IMPORTANT NOTE: The office closes over Christmas and no technical help will be available from the 16th December.

❖ **What do I have to do?**

You are required to find your own venue, are responsible for organising your own exhibition including any costs or public liability cover that exhibition requires. This could be in your home, studio or alternatively any public/private space where they are happy for you to exhibit from.

You must become a member of Artweeks for the year you are exhibiting.

You must complete and pay for an exhibition entry [including summing an image] before the closing date.

You can enter either on-line at www.artweeks.org or with a paper entry form available from Oxfordshire Artweeks, PO Box 559, Abingdon, Oxon OX14 5EF or by calling 01865 865596

All work exhibited must be original, designed and made by the exhibitor.

In April you will be required to collect promotion material from a collection point local to your venue and distribute this prior to your exhibition.

We ask that you support local area organisers in their local initiatives to publicise the festival.

In some areas you may be asked if you wish to be included on a local trail map, which is addition to the printed guide and organised by local artists themselves.

Following your exhibition you will be asked to complete a questionnaire and return it to the Artweeks office.

❖ **How do I enter?**

You can enter either on-line at www.artweeks.org or with a paper entry form available from Oxfordshire Artweeks, PO Box 559, Abingdon, Oxon OX14 5EF or by calling 01865 865596

❖ **How do I register on-line?**

Go to: www.artweeks.org

Go to the 'For Artist' page 'exhibition options' and choose how you wish to exhibit.

First register with the Artweeks website:

- Register with the website, top right hand corner 'register/sign in' (an automatic email will be sent to

you, please check your 'junk box' if it is not in your 'inbox')

- This email will include a link – click on link – which will return you to the website – you will be asked to create a password which you need to remember.

- When you have set up your own username and password and are signed in.

To Buy Membership only on-line:

- Go to the 'For Artist' page (menu choose top of page)
 - choose 'Buy membership' (down side of page)
 - select individual membership press ADD
 - Complete the form and press SAVE
 - Proceed to basket (top right corner)
 - (if you wish to purchase other items click continue shopping)
 - When you have finished shopping
 - Proceed to checkout/review order
 - pay via PAYPAL - If you do not have a PayPal account they will accept a one off transaction with any major credit card.
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To buy membership and a selling exhibition:

- Go to the 'For Artist' page (menu choose top of page)
- choose 'Buy membership' (down side of page)
- select individual membership press ADD
- Complete the form and press SAVE
- Proceed to basket (top right corner)
- Select – buy entry (continue shopping in effect)
- Choose the exhibition entry you require press ADD
- Complete the entry form (if a group entry, start typing artist's names, click on the correct name that the screen shows) including uploading your image and save
- Proof your entry and edit if required
- Proceed to check out and pay via PAYPAL – If you do not have a PayPal account they will accept a one off transaction with any major credit card.

For a non-selling group/charity exhibition / business exhibition entry

Do not buy membership go straight to non-selling exhibition entry this will allow you to purchase membership and complete your exhibition entry on one form in one transaction.

❖ How do I edit my Artweeks on-line account?

To edit your account

Go to www.artweeks.org

- *'Sign in' (top right hand of screen) – Using your username and password*
- *If you have forgotten your username or password ask for a new password –Tab choice on sign in screen*
- *Once you are signed in*
- *Left click 'MY ACCOUNT' (top of screen)*
- *Under the heading 'your items'*
- *Click on your name/group name above the item you wish to edit.*
- *Click the 'edit' – beside that name*
- *Edit as required*
- *Now scroll to the bottom of the page and press 'SAVE'.*
- ***You must press save or your edit will be lost.***
- *Now click 'sign out' (top right hand of screen)*

❖ What does Artweeks do for me?

You will you will benefit from a strategic cross-media campaign

- Your entry will be listed in our printed guide. We will distribute 50,000 copies of the printed Artweeks A5 guide across the county and over the surrounding borders.
- Our dedicated website www.artweeks.org will display your exhibition details, member's profile and on-line gallery throughout the year.
- We will distribute 50,000 leaflets promoting Artweeks
- We will work to secure editorial, promotional content and special supplements in all the regional newspapers, such as The Oxford Times, The Oxford Mail, Oxford Journal, Banbury Cake, Witney Advertiser, The Herald series, and appropriate magazines.
- Major poster campaign across Oxfordshire
- Promotion on events websites
- Promotion on Oxford Inspires website and Oxford Inspires print material such as Oxfordshire Events programme guides (2 million hits for events and 30,000 copies; 2007 figures)
- We plan to work with BBC Radio Oxford on a short series and will work to secure coverage on BBC Oxford on-line (80,000 listeners per week 30,000 visitors per month; 2007 figures).

❖ Why do I have to be a member?

The organisation became a not for profit members company, limited by guarantee in 1999, with all participating artists becoming members of the company. All participating artists must be a current member of Oxfordshire Artweeks, for the year they are exhibiting. Only members of the company are entitled to take part in the annual Oxfordshire Artweeks' festival.

ALL members must agree to the following statement:

"I hereby apply to become a member of the Oxford Visual Arts Festival Limited, a company limited by guarantee, as specified in the Memorandum and Articles of Association, as an individual or on behalf of a group, subject to the rules specified by the Directors. I understand that I have a maximum liability of £1 (one pound) in the event that the Company should it be wound up and there remains a shortfall of liabilities over assets at that time."

A year's membership runs from 1st Jan-31st Dec. Membership Forms and fees may be submitted from September to December for the following year.

As a member of Artweeks you have the right to submit work onto the on-line gallery for a small additional fee per festival season 1st March-. 31st December.

❖ **What is the on-line gallery?**

As a member of Artweeks you are entitled to become a member of the on-gallery for a festival season (March – 31st December).

For an additional fee of £30

You may add an online gallery linked to your membership on the Artweeks website. You will have a dedicated page to showcase up to 6 images of your work, as well as space to advertise other news and exhibitions through the year. Your images will be searchable through the main Galleries page, and images from the galleries will be showcased throughout the website.

❖ **Why do I have to choose a region & area?**

This is for mapping purposes in the guide and on the website, which is why we ask that you choose the area closest to your venue. Your name will then be passed to the local area coordinator [if we have one in your area] and also any promotion material that requires collection will be sent to your chosen areas collection point.

❖ **What promotional material is available that I can purchase?**

All these Artweeks promotion items need to be pre-ordered by the exhibition entry closing date.

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 white background – left blank

CAR STICKERS: £ 1.50 each

Artweeks Logo peel off window sticker 125mm square

❖ **What promotion material does Artweeks provide Free for me?**

A4 and A3 Posters promoting the whole festival

A4 and A3 Poster For you to add site number, directional arrows

DL leaflets & the printed guide

❖ **Why do I have to submit an image?**

The image is used to go along side your exhibition listing in the guide and on the website.

❖ **What size does my image have to be?**

Digital images:

Minimum file size: 1MB 800 x 800 pixels

Maximum File size: 4 MB

Allowed Extensions: *png gif jpg jpeg*

For hard copies Images:

Minimum size: A6 'postcard'

Maximum size: A4

❖ **My image is the wrong size.**

If you are unable to re-size your image and a friend can't help please email it to the office on artweeks@artweeks.org stating if you are planning to enter by paper or on-line.

If paper, no need to re-size, the designer will contact you if a better quality image is required.

If on-line entry, we will re-size and return to you so you may then submit your on-line entry.

IMPORTANT NOTE: Please leave plenty of time for our reply as we are extremely busy in the office in November and December.

❖ **Why has Artweeks Logo changed?**

Artweeks rebranded its colours to blue, blue and white in 2010.

2011 brought with it a new website, new flags and bunting showing our new colours.

Work is continually being done to integrate our new branding.

❖ **What times can I open?**

As a standard it is suggested that you open 12-6pm with an option late night on a Thursday or Friday of 12-8pm.

You may choose anytime but remember to keep it simple, if you are closed when a visitor arrives they probably won't return.

We can print an opening time and a closing time, unfortunately we can not include multiple opening and closing times on the same day.

❖ **Do I have to open every day?**

We ask that you try to open at least some time during your regions week but you are welcome to exhibit for a couple hours, on one day, up to all day everyday of the festival

❖ **I don't have a venue, could you help?**

If we know in good time, we will happily ask other members if they are looking for additional exhibitors or we sometimes have details of venues available in our June and September newsletters.

❖ **I would like to share my venue, could you help me find others to exhibit with?**

If you are looking for someone to share your venue, Please send contact details and venue details to the artweeks office for inclusion in the June and September newsletters.

❖ **When can I upload my images to the on-line Gallery?**

Either when you pay for you gallery

Or

Anytime during the festival season (1st march – 31st December)

You will not be able to edit your account during January and February while the guide data is being prepared for print.