

2017 GREATER WESTOVER STUDIO TOUR REGISTRATION (OCT 21 & 22)

INSTRUCTIONS

- Please complete one form per site. See 2nd page if there are more than three artists.
- You may complete and sign form(s) digitally or print and complete in ink, printing clearly.
- Attach at least one digital image of artwork per artist for use in promotion. See 2nd page.
- Complete Westover Library Exhibition application form (encouraged).
- **Deadline is August 16, 2017**, the date of our planning meeting (see 2nd page). Email to mkehoss@outlook.com, bring it to the meeting, or deliver to:
 Melanie Kehoss
 5826 Washington Blvd
 Arlington, VA 22205

CONTACT INFORMATION

Primary Contact:

Email Address:

Phone:

STUDIO INFORMATION

Studio address:

City:

State: VA

ZIP Code:

Dates (circle, both encouraged): Saturday, Oct 21, 12-5

Sunday, October 22, 12-5

Accessibility Information:

Difference in hours or other helpful information:

OPTIONAL CHARITABLE CAUSE

Charity:

Percent Sales:

ARTIST INFORMATION

Artist 1 (Should be Same as Primary Contact)

Media:

Website:

Submitting art for Library Exhibit (Check one): Yes, page 3 form enclosed No

Artist 2 (If applicable)

Name:

Phone:

Email Address:

Media:

Website:

Submitting art for Library Exhibit (Check one):

Yes, page 3 form enclosed Yes, page 3 form sent separately by artist No

Artist 3 (If applicable)

Name:

Phone:

Email Address:

Media:

Website:

Submitting art for Library Exhibit (Check one):

Yes, page 3 form enclosed Yes, page 3 form sent separately by artist No

Greater Westover Studio Tour Terms of Participation

- Registrant agrees to open his or her studio or other display space to the public, at the designated address, and during the dates and hours indicated on the previous page.
- Registration **fee is \$30**, to cover printing cost for tour maps. Mailed registrations should include a check for \$30 made out to Melanie Kehoss. Artists wishing to email forms can send \$30 via Paypal to mkehoss@outlook.com.
- If there are more than three artists at one site, please attach a 2nd registration form. For each artist beyond three, please add \$20 to the fee.
- If the registrant would like to add an additional artist after this application has been sent, please notify Melanie Kehoss before the August 16 deadline, otherwise the new artist may not be included in the brochure.
- Include with this form one or two jpg **images of artwork** per artist, to be included in promotional materials. Images should be at least **1200 x 1600 pixels**, and less than 3 MB per image. Mailed applications can include a CD of images. Otherwise, files can be received via email or Dropbox.
- Participants are responsible for collecting and paying sales tax (6% in Arlington) and securing liability and property insurance as the artist sees fit. Melanie Kehoss, organizer, will not be held responsible for damage or injury resulting from or taking place at a studio tour site.
- Artists retain all sales from the tour, unless they opt to donate part of sales to charity. Artists are responsible for following through on any such donations. Benefits will be indicated as part of the studio information within the brochure, and may encourage sales.
- Registrant grants permission to have the site address included in the studio tour brochure. All artists grant permission to have their names and (if applicable) web sites included in the brochure.
- Please make all efforts to attend a **meeting/happy hour on August 16, 6:30-7:30 pm**, or to send a representative. There may be other decisions regarding promotion and activities agreed upon at the meeting. Location: **Westover Beer Garden** 5863 Washington Blvd, Arlington, VA 22205

Checklist

- Signed Registration Form
- Westover Library Exhibition Form (Encouraged)
- Registration Fee
- Image(s) of Work

Signed _____ Date _____

WESTOVER LIBRARY EXHIBITION FORM (OCT 3 – NOV 27)

All artists participating in the Studio Tour are highly encouraged to display their work at Westover Library during the fall. To participate, please provide the following information along with your tour application.

- Submissions for groups may be sent in a single application or by individual artists.
- Images should be formatted as above: at least **1200 x 1600 pixels**, and less than 3 MB per image.
- You may display the same artwork that you included for promotional materials as part of your tour registration. Please indicate below.
- Submit 1-3 images for consideration.
- Attach a separate form for each artist.

ART INFORMATION

Artist Name: _____

1	Title: _____		Date: _____
	Media: _____	Dimensions: _____	
	Price or insurance value: _____	Not for sale <input type="checkbox"/>	
	Filename: _____	Same as promotional image <input type="checkbox"/>	
2	Title: _____		Date: _____
	Media: _____	Dimensions: _____	
	Price or insurance value: _____	Not for sale <input type="checkbox"/>	
	Filename: _____	Same as promotional image <input type="checkbox"/>	
3	Title: _____		Date: _____
	Media: _____	Dimensions: _____	
	Price or insurance value: _____	Not for sale <input type="checkbox"/>	
	Filename: _____	Same as promotional image <input type="checkbox"/>	
I would like to help with installation on Oct 3, 9 am – 1 pm <input type="checkbox"/> Hours available: _____			
I would like to help with take-down on Nov 28, 10 am – 1 pm <input type="checkbox"/> Hours available: _____			

Terms of Participation

- Artists will be notified of accepted work on or before September 11. If you wish to withdraw any work from exhibition, please notify Melanie Kehoss before September 14.
- No substitutions will be allowed without prior consent.
- All 2D work must be ready to hang with wire, and may not exceed 75” in perimeter.
- 3D art will be displayed within the cases at the entry of the Westover Library. Visit the library to make sure your work will fit. Please email if you would like to discuss exhibiting larger works.
- Artwork **drop-off is Oct 3, 9-11 am** at the library, 1644 N McKinley Rd, Arlington, VA 22205. Pickup is **Nov 28, 10 am - noon**. If you are unable to attend those times, please email mkehoss@outlook.com to make other arrangements.
- By signing, you agree to both the terms above and the applicable library exhibition terms here: <https://library.arlingtonva.us/opportunities-for-artists/>

Signed _____ Date _____