



Surrey Artists Open Studios 5 – 20 June 2010

Artists Agreement

**ONE Agreement must be completed for every studio**

A **hard copy** must be signed and sent, along with payment, to

**Caroline Jackman, Open Studios Coordinator, Surrey Arts, 1<sup>st</sup> Floor,  
Westfield School, Bonsey Lane, Woking, GU22 9PR.**

Artists submitting paper Registration Forms must enclose this with their form. Artists registering online must send this form to arrive by the relevant deadline (11 Dec 2009 to qualify for Early Bird fees, 10 Jan 2010 for standard fees). No registration is complete until both the signed agreement and payment have been received. A group's main contact should complete and sign this on behalf of their group. With two artists sharing a studio, only ONE should complete the Registration & Agreement.

**Name** .....

on behalf of all artists showing at this studio

Group Name or name of sharing artist (if applicable).....

**I confirm that I have** (tick as applicable): Registered online  **OR** Attached paper registration form   
Emailed images  **OR** Posted photograph(s)

Enclosed my Early Bird Fee of £55 / £75 / £150 / £260 (**circle as applicable**)

**OR**

Standard Fee of £60 / £80 / £160 / £290 (registrations completed between 11 Dec and 10 Jan)

by **cheque payable to SURREY COUNTY COUNCIL**

Name on cheque ..... Cheque number .....

For photographs sent by post only: **I confirm that** these photographs need not be returned

**OR** I enclose correct size & postage SAE for return of photos

**I confirm that** I have completed all details and supplied images for every artist who will be showing at this studio, that all of these artists will be taking part, and that no artists other than those registered will be showing work at this studio  (tick)

**I confirm that**, by signing below, I have now committed this studio to opening on all of the dates and times that I have marked on this form or online and that I shall be unable to make changes to this commitment after 10 January 2010  (tick)

**I confirm that** this studio will record comprehensive and accurate data of its visitors and sales, as outlined in the evaluation section of the Artists Information Booklet, and to submitting this information to Surrey Arts by the required date  (tick)

**I agree** to the above terms and conditions, and confirm that all the details I have supplied on this form or online are correct.

Did you find this registration form easy to process? \_\_\_\_\_

Did you find all the information you needed in the Information Booklet \_\_\_\_\_

Signed .....Date .....

**\*\* Please continue overleaf >>>>**

## **VOLUNTEERING**

*Please complete all sections that apply. Surrey Arts will then contact the artist(s) directly with details of dates / venues.*

**Artists from this studio have indicated their willingness to help with the following:-**

### **DISTRIBUTION POINT:**

Name ..... Email .....

### **CONTACT POINT FOR ARTISTS IN THIS AREA:**

Name ..... Email .....

### **PROOF READING**

Name ..... Email .....  
Name ..... Email .....  
Name ..... Email .....  
Name ..... Email .....  
Name ..... Email .....

### **SORTING PUBLICITY:**

Name ..... Email .....  
Name ..... Email .....  
Name ..... Email .....  
Name ..... Email .....  
Name ..... Email .....

### **LAUNCH EVENT / TASTER EXHIBITIONS:**

Name ..... Email .....  
Name ..... Email .....  
Name ..... Email .....  
Name ..... Email .....

### ***Thank you!***

The more people who get involved, the more vibrant and effective the event will be.

**Note:** If any artist does not have an email address please give a daytime or mobile telephone number instead.