



Ossining Arts Council  
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Mark Sarazen - President  
John Wunderlich - Vice President  
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## Ossining Arts Council Studio Tour October 14, 2017 - Prospectus

*The Ossining Arts Council is proud to host the first Open Studio Tours. The purpose of the Tour is to showcase talent in Ossining. Artists are encouraged to give insight to attendees about their creative process*

- I, \_\_\_\_\_ wish to participate as an artist for the first Ossining Arts Council Studio Tour on October 14<sup>th</sup> 2017. The fee for participation will be \$35 per artist. Shared studio space will still incur a per artist fee. Please make checks payable to: Ossining Arts Council and send to: Miriam Haas, 17 Westview Ave. Ossining, NY 10562
- By accepting a position on the tour, I will be responsible for maintaining a clear and safe entrance to my studio/home gallery.
- I will provide the committee with (3) jpeg digital files of my artwork as a representation of my style and a (1) paragraph bio for publicity and for the OAC website. Please send bios and jpegs to: [openstudiotour@ossiningartscouncil.org](mailto:openstudiotour@ossiningartscouncil.org) Deadline is August 30<sup>th</sup>.
- My studio will be open for the duration of the tour hours which are 11am-4pm. I don't have to accommodate early visitors. Please have all guests sign a guest book.
- Prior to the event I will send out personal invites to my friends and encourage them to visit as many studios as possible.
- I will provide at my cost, refreshments for visitors. Signage will indicate what part of the house/studio is open for viewing.
- Sale of any artwork during the tour will incur a commission of 30% for the **Ossining Arts Council**. The sale commission will augment the application fee for publicity, printing, and signage.
- Artists who are unable to open their home/studio may participate in the **OAC Open Studio Tour** by setting up a display at the new Cedar Lane Arts Center at 255 Cedar Lane in Ossining. Some tables are available or you may bring your own display. Picture hanging moulding has been mounted for wall display along with a limited number of hanging rods.
- I wish to reserve space at the Cedar Lane Arts Center Yes \_\_\_\_ No\_\_\_\_
- Please Note: ALL participants must attend a mandatory meeting on September 14th

## The Fine Print:

**Waiver of Liability:** I, the undersigned, do hereby waive, release, and discharge the Ossining Arts Council and its officers and agents from any claims for damages to or loss on the Open Studio Tour.

**\*Sales:** I agree to pay the Ossining Arts Council a commission of 30% of selling price on any sale.

**\*\*Returned Checks:** I agree to pay the Ossining Arts Council a \$20 fee for any Exhibitor check returned by the bank to Ossining Arts Council.

## Responsibilities of OAC:

- The OAC will provide you with an election type sign to install in front of your house/studio that coordinates with the map.
- OAC will create maps and will sell tickets prior to the event.
- OAC will set up a table a few weeks prior to the event and sell tickets at the Ossining Farmers Market on September 30<sup>th</sup>, October 7 and the actual event day, October 14.
- Open Studio participants will be required to take a time slot at the table to sell tickets or inform shoppers of the event.

I agree to the above terms:

Name\_\_\_\_\_

Address\_\_\_\_\_

e-mail\_\_\_\_\_phone\_\_\_\_\_