

Reno Open Studios – 2018 Application

Dear Returning & New Artists,

As you read the following application you will notice some changes from previous years. The most significant is the change in the fee schedule. The Board has listened to comments from all of you and made some changes accordingly. The increase in the entry fee is designed to allow us to do more advertising and promotion. You will notice, however, that you are no longer responsible for selling advertising or paying the opt-out fee.

The show at McKinley Art Center is scheduled for July 28th and will run from 9am to 3pm. There is no additional fee for the show unless you need a Reno City Business License for the day (\$15.50). We hope everyone will participate if not by showing by helping relieve other artists for food and bathroom breaks and by working the main information table.

Lastly, as suggested by many artists, we will be rolling out a new one-page brochure with photos and a single map showing all artist locations. We hope this will be easier for everyone.

We look forward to seeing new faces and returning artists soon!

The ROS Board

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ROS can only succeed if everyone participates. Everyone MUST help by serving on a committee unless you pay the exemption fee, however EVERYONE is expected to help distribute brochures. This is the way we get visitors and purchasers to your studio. The brochure committee coordinates and keeps track of the distribution and members of that committee will be given specific areas to cover.

Please indicate which committee on which you would like to serve. Shortly after registration closes you will be notified of your assignment. We will accommodate your wishes as best we can. (First & Second choice).

1. _____
2. _____

Committees are:

Advertising; Marketing/Publicity; Social Media; Brochure Distribution; Facebook & Instagram; Fundraising; Jury; Membership with sub-committees of Email & Telephone.

This year our meetings are scheduled for the following dates:

- Monday, April 9th at 6:00 pm - Update & Committee Assignments
- Monday, June 25th at 6:00 pm - Update & Brochure distribution
- Monday, September 24th at 6:00 pm - Update & Flag distribution
- Monday, October 15th at 6:00 pm - Recap, Flag & Tax collection

All meetings will be held at a NEW LOCATION.

H & H Glass Studio 47 Glen Carran Circle, Sparks

Please mark your calendar and plan to attend. We need everyone.

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Fees:

1. Entry Fee (single)	- \$200.00	_____
2. Entry Fee (group)	- \$400.00	_____
<small>(two or more artists under the same studio name. Only one listing in the brochure and on the website)</small>		
3. Scholarship*	- \$ 50.00	_____
4. Exemption**	- \$125.00	_____
5. Artown McKinley license☼	- \$ 15.50	_____
Total amount submitted:		_____

* We require each artist to contribute to the scholarship fund by either donating a piece of art to raffle during the event or by paying \$50.00 in addition to his or her entry fee.

** The exemption fee allows you to skip the first three meetings and also eliminates the need to serve on a committee.

☼ The Artown show is included in your entry fee. You must have a Reno Business License. If you do not, there is a \$15.50 one-time fee that you must pay for at registration as we have to purchase them all at once.

**Please make all checks payable to Reno Open Studios
And mail with the application to:
Reno Open Studios
Post Office Box 18524
Reno, NV 89511**

**New artists please include two photos of your work and two photos of your studio for preliminary jurying with your application. Please email them at the same time you send your application to:
info@renoopenstudios.org**

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All artists please email the image you would like in the Brochure by April 15th. Additional photos will be needed for the website and we need at least one featuring **you** creating your art or in your studio.

Also, please include an Artist's Statement – **written in the first person** telling about your art, your media and process, your inspirations and influences. Sell the public on why they should visit your studio. Please be sure to identify yourself when you send it. **Returning artists please be sure your statement is up to date and in the first person. We want your thoughts not someone's review.**

Please do not forget to identify the photos with your name and a title.

Email photos and artist statement to:

info@renoopenstudios.org

Applications must be returned with fees by:

- March 15th for new artists
- March 31st for returning artists

Jury members will visit with new artists between March 16th and 31st and you will be notified of acceptance no later than April 10th.

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Checklist:

1. Completed Application, signed policies & procedures form, hold harmless agreement, and a check for fees - all mailed to the ROS PO Box. *If possible, please print as two sided.*
2. New Artists – two images of your work and your studio emailed info@renoopenstudios.org
3. All Artists - your image for the brochure and artist statement also emailed to info@renoopenstudios.org
4. Additional photos for the website and we must have one of you working in your studio to info@renoopenstudios.org

INCOMPLETE APPLICATIONS WILL BE RETURNED TO YOU FOR RE-SUBMISSION AND COMPLETION.

Policies & Procedures

1. All artists' studios will be advertised as open on October 5th, 6th, & 7th from 10 am to 5 pm with the artist present to meet the public, show their work and discuss/demonstrate their techniques. Please plan on being present all days but we understand that some of you may not be available on Friday. If that is true for you, please initial here _____
My studio will be closed on October 5th but will be open on the weekend, October 6th and 7th.

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2. Artists have the option of sharing studios space but must set up as if it was a working studio so that you can show visitors your process. We can help you find a shared location.
3. All artists must carry a liability insurance policy covering their studio.
4. While this is an opportunity for artist to market himself or herself and sell their art with no commission, Reno Open Studios is a non-profit corporation with the stated purpose of arts education. Explaining your process, material and equipment to visitors is a required part of ROS.
5. ROS is member run; therefore, it is required that each member participates and helps by volunteering unless you pay the exemption. Artists who do not attend meetings or fail to participate their committee obligations may not be invited to participate in the future.
6. **ALL DEADLINES ARE ABSOLUTE.** Failure to meet deadlines may result in being dropped from ROS.
7. All artwork must be of professional quality and consistent with the work initially submitted for jurying. Your Art must be essentially created by you. To clarify, that means that you must create from raw materials the essential elements of your art. Works of non-participating artists, family and friends may not be offered for sale.

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8. Your studio and artwork presentation reflect on the whole group, therefore:
 - Basic standards of cleanliness and safety must be observed in setting up your studio.
 - Display space should be professionally arranged with attention to a clean and uncluttered space.
 - A sufficient quantity of quality work should be shown and ready for purchase.
 - Ideally, each artist should show his or her actual studio. If sharing, you must have your tools on display and be able to demonstrate your process.
9. Each artist will be given a supply of ROS brochures to distribute before and during the event. It is imperative that you encourage your guests to visit other artists on the tour - especially your neighbors who see the flag.
10. No artist may open his or her studios without a signed Policies & Procedures Agreement and a Hold Harmless Agreement on file with ROS.
11. ROS will be arranging for a Special Event – One Time sales tax license. This form will be distributed to each artist and **MUST BE COMPLETED BY ALL ARTISTS AND RETURNED NO LATER THAN THE END OF THE EVENT FOR MCKINLEY AND OCTOBER 18th FOR THE MAIN EVENT.** *There are provisions for artists who have their own resale number but they must fill out a form.*

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I have read and agree to the Reno Open Studios (ROS) Policies and Procedures as stated in this document. I understand that my signature holds me responsible and that I must abide by these guidelines. I also understand that my failure to do so may jeopardize my continued participation in Reno Open Studios.

Name (please print): _____

Signature: _____

Date: _____

Hold Harmless Agreement

I hereby agree to indemnify and hold Reno Open Studios, Artouring, dba Reno Open Studios and its Board of Directors and all other artists and volunteers harmless against any claim, demands, damages, fees, costs and other actions of any kind asserted by or on behalf of any third persons arising from my participation in Reno Open Studios (ROS).

Name (please print): _____

Signature: _____

Date: _____