

THE RULES & REGULATIONS

For Flagstaff Open Studios and the Exhibition

Please print out, *READ ALL INFORMATION THOROUGHLY* and keep for your reference.

THE OPEN STUDIOS TOUR:

- I understand my application and fees are only for my participation. I will not host artists who are not current ACF members and who have not registered and paid to participate.
- I understand I must be a “current” member of ACF to participate in the FOS tour. If I have not paid my annual dues for the year, I am including them in this application as a separate payment with the form provided.
- I understand that if I submit images for the brochure, they may or may not be used. If used, I give full permission to print and electronically publish them.
- I will open and close my studio on time. I know that I am to be present and open to the public for the entire tour on Saturday and Sunday from 10 am to 5pm each day.
- I understand my studio is my own responsibility. The Artists Coalition of Flagstaff is not responsible for stolen items, damage or injuries incurred on my property and I understand there is no insurance provided by The Artists’ Coalition of Flagstaff
- I understand that no other arts event can occur in my studio that charges entry fees of any kind.
- I understand if I am only showing my art and not doing a demo, that I will have my tools of the trade or photos of the art process available to the public to view.
- I will represent The Artists’ Coalition of Flagstaff in a professional manner and support the ACF mission and goals

THE PRELUDE TO OPEN STUDIOS EXHIBITION:

- I understand I am not required to participate in the Exhibition and that it is my choice.
- I understand that it is one entry only and that the fee to participate in Open Studios includes participation in the Exhibition.
- I will drop off and pick up my artwork on the set times and dates or make arrangements with a friend or relative to do so if I cannot. I realize I have to meet this schedule. I know there is no storage available at CCA prior to or following the Exhibition and if my piece is not picked up as scheduled it will be put up for auction (through the ACF) or placed in the alley for pick up.
- I understand my artwork is my own responsibility.
- I understand there is no insurance provided by The Artists’ Coalition of Flagstaff or The Coconino Center For The Arts
- I understand there is a 30% commission of any sales of art of which 15% goes to ACF, 15% to CCA and the remaining amount to me.
- I understand my artwork must be completed and ready to show and include necessary exhibit finishes such as appropriate safe and sturdy hanging wire and appropriate frame for flat pieces. Paintings sculpture or other media will be dry and set.
- I understand my artwork must be labeled on the back with my full name, phone number, street address and email address. I will include the title of the piece, medium, price (if for sale) and I understand this is the information that will appear on the exhibit label.
- I understand I am not to remove or alter my artwork and label throughout the entire Exhibition.
- I understand I can place a set of my publicity information, plus business cards on the designated table, not in the gallery.

All participating artists in Open Studios are permitted one piece of art (free of charge) to display at The Coconino Center for the Arts (CCA), that represents their work. Many art lovers

and potential customers will begin their tour weekend at this exhibition and determine which

studios to visit. The “Prelude” opening reception, gala, evening event attracts a huge crowd with good food, great music and of course the finest art in Flagstaff. Many pieces end up selling that night.

A 30% sales commission is charged by CCA and the 8.426% sales tax. Please consider these

when pricing your artwork. You are not required to have your piece for sale.

Fee to be in Open Studios: \$100.00

SUBMISSION DEADLINE IS MARCH 31st

Help For The Computer Challenged:

MARCH 20TH, 11a.m.- 4p.m. at The Coconino Center for the Arts

We realize that converting to an all electronic application process will be a hardship for some. The Artist’s Coalition has set up a special help session with portable computers. Be prepared to work swiftly. Bring your images on CD or on a USB drive, Brochure information, including detailed driving directions, 15 word art descriptions, the names of studio, sharing artists and your credit card for payment.

IMPORTANT DATES- mark your calendar!!!!!!

March 20, 11 a.m. - 4pm, application computer help session

March 31 - deadline for electronic application and fee (no late entries)

May 1 - Coalition membership fee of \$30 is due

August 2 - noon - 4pm - Take-In for the sample piece at: Center For The Arts (CCA)

August 2 - Pick up artist’s packets, gallery sitting sign-up calendar available

August 7 - “Prelude” Opening Reception

August 28 & 29 - Open Studios tour weekend

September 11 – Closing Reception

September 13 -noon - 4pm -Take-Down at CCA

IMPORTANT PHONE NUMBERS: FOS Chair: Judy Sall 526-3051

ACF President: Mike Frankel - 522-6969

ACF Vice President: Nancy DeBlois – 526-9194