

Artist's Release 2008

During City-Wide Open Studios, Artspace provides general liability insurance coverage for the entire event. I understand that I am taking part in City-Wide Open Studios at my own risk, and bear full responsibility for myself, in connection with this event. I indemnify and hold harmless Artspace, City-Wide Open Studios, and the owner and/or agent of the owner of any loaned studio spaces, from the loss or damage of my property, or injury to my person, in connection with this event.

FOR TEMPORARY STUDIO ARTISTS:

I agree to work with Artspace and/or my space coordinator of my temporary studio according to these set guidelines:

- I agree to vacate this space as indicated with my space coordinator by 10pm on Sunday October 5, 2008.
- I agree to leave the space in the same or better condition than when I began occupancy and will follow the space usage guidelines as agreed upon with my space coordinator. This includes removing all artwork, tools, display materials, and accumulated garbage, as well as, repairing any damage that occurred during my occupancy of the space.
- I understand that space assignments set by Artspace are non-negotiable.

I have read the guidelines and understand that if I fail to comply with the agreement, I will be ineligible to participate in future Artspace exhibitions.

SALES TAX AGREEMENT 2008

I understand that Connecticut State law requires that sales tax of 6% is to be charged on all sales during City-Wide Open Studios.

I understand that Artspace will charge 6% sales tax on any sales made at Artspace, but **it is my responsibility to obtain my own Tax ID number** to sell work in my own studio or temporary studio.

For any sales I make in my studio or temporary studio, I will add 6% sales tax to each sale, issue receipts to each buyer, and record all my sales on the CWOS Sales Log to keep for my records.

I understand that the CT Department of Revenue is entitled to verify compliance during CWOS.

***** You are bound to these statements by choosing to participate in City-Wide Open Studios. If you do not agree with any of these statements, you should NOT participate in City-Wide Open Studios.

THE CHECKLIST 2008

Follow these steps & make CWOS a big success.

PUBLICIZE YOURSELF!

- ___ Mail your CWOS postcards and Email digital invites
- ___ Post CWOS brochures around town & at work
- ___ Tell everyone about CWOS: co-workers, neighbors, friends, and family
- ___ Tell everyone to pick up the CWOS guide in the NH Advocate, Oct 1

PREPARE YOUR STUDIO / TEMPORARY SPACE

- ___ Clean up your studio or space, including the entrance
- ___ Put away or cover expensive tools
- ___ For those in Temporary Spaces, select your newest works and bring things from your regular work space (tools, sketchbooks, old artwork) for visitors to see.
- ___ Ask a friend in advance to studio-sit with you
- ___ Make take-home fliers for your visitors
- ___ Make available your artist statement, resume, price list, press clippings, and slides.
Place in a binder or post on a wall.
- ___ Hang your work
- ___ To increase sales, consider having some more affordable work available.
In past years, artists have had good luck with small pieces and older work.

TIPS FOR YOUR WEEKEND

- ___ Put up studio signs and arrows provided
- ___ Give directions to nearby studios - encourage visitors to visit your neighbors!

AFTER OPEN STUDIOS

- ___ Temporary Space cleanup: Sunday Oct 5 8-10pm, limited hours thereafter and surcharges apply.
- ___ Fill out the Weekend Report Survey online
- ___ If you sold work, consider sharing a voluntary commission with Artspace/CWOS

2008 CITY-WIDE OPEN STUDIOS

CALENDAR 2008

Important dates and events for you to remember.

- Oct 2** **THE 2008 CWOS OFFICIAL MAP & GUIDE** available in the New Haven Advocate.
- Oct 2** **Festival Kick-off Party for 2008 CWOS
& Grand Opening of CONNcentric
Thursday 6-9pm at ARTSPACE**
- The big party for artists, friends, and the general public.
 - Pick up your copy of the CWOS 2008-2009 Artist Directory
 - Sponsored again this year by Magic Hat with a cash bar.
- Oct 3** **ALL STUDIOS & EXHIBITIONS OPEN
Friday 4-8pm**
- Studios & AIRS sites open in Downtown, Hamden/Newhallville, Fair Haven, West Haven and Westville
 - CONNcentric open at Artspace.
 - Maps, Guided Tour Info, Bus/Shuttle Services available at Artspace, the AIRS sites, the Advocate and online at www.cwos.org.
- Oct 4** **ALL STUDIOS & EXHIBITIONS OPEN
Saturday 12-8pm**
- Studios & AIRS sites open in Downtown, Hamden/Newhallville, Fair Haven, West Haven and Westville
 - CONNcentric open at Artspace.
 - Maps, Guided Tour Info, Bus/Shuttle Services available at Artspace, the AIRS sites, the Advocate and online at www.cwos.org.
- Oct 5** **ALL STUDIOS & EXHIBITIONS OPEN
Sunday 12-8pm***
- Studios & AIRS sites open in Downtown, Hamden/Newhallville, Fair Haven, West Haven and Westville
 - CONNcentric open at Artspace.
 - Maps, Guided Tour Info, Bus/Shuttle Services available at Artspace, the AIRS sites, the Advocate and online at www.cwos.org.
- *Erector Square will be open until 5pm on Sunday\
- Oct 5** Clean-up and deinstall at all AIRS & temporary studio sites. 8pm - 10pm

**RECEIPT OF ART SOLD
ARTIST'S COPY**

Artist

Title of work

Medium

Dimensions

SOLD TO

Address

Phone

Email

Price

Sales Tax

Total

**2008 CITY-WIDE
OPEN STUDIOS**

Paid: CASH or CHECK

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BUYER'S COPY**

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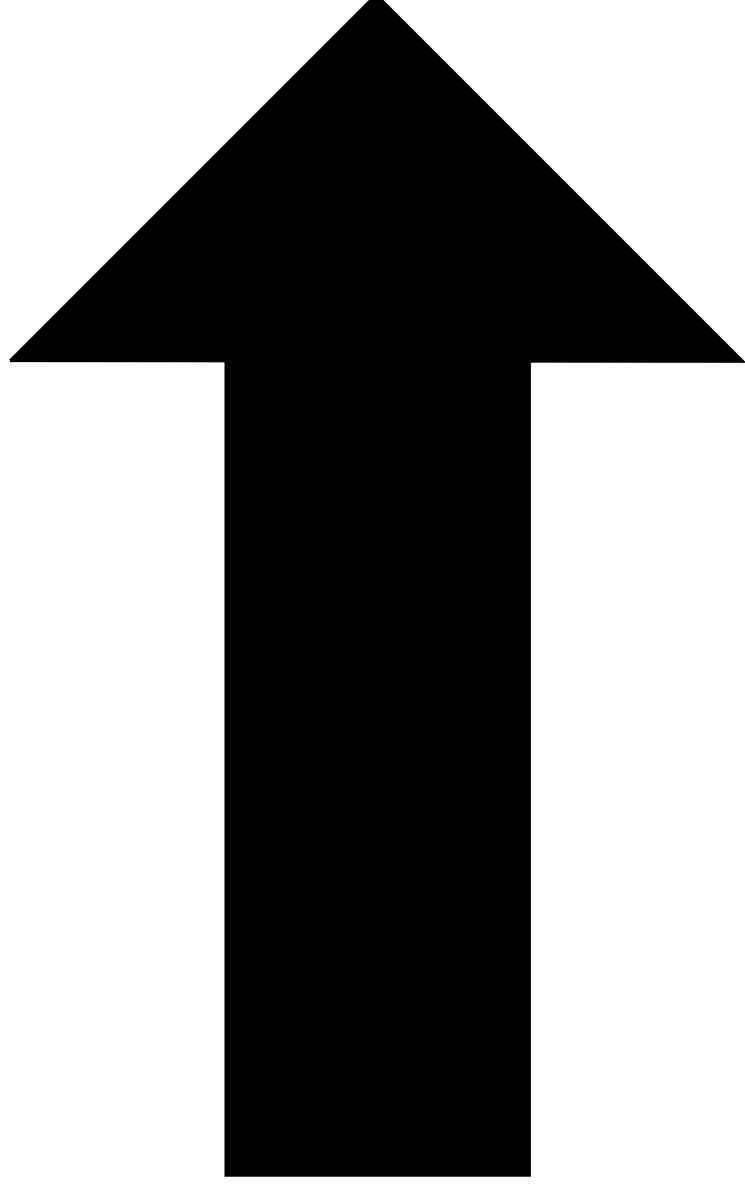
Paid: CASH or CHECK

CITY-WIDE OPEN STUDIOS

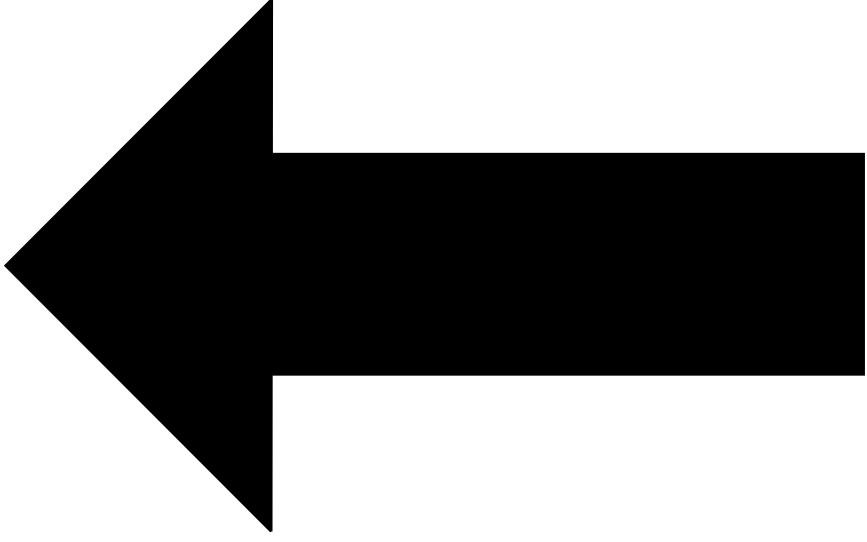
Artist Name or studio name

THIS STUDIO IS OPEN!

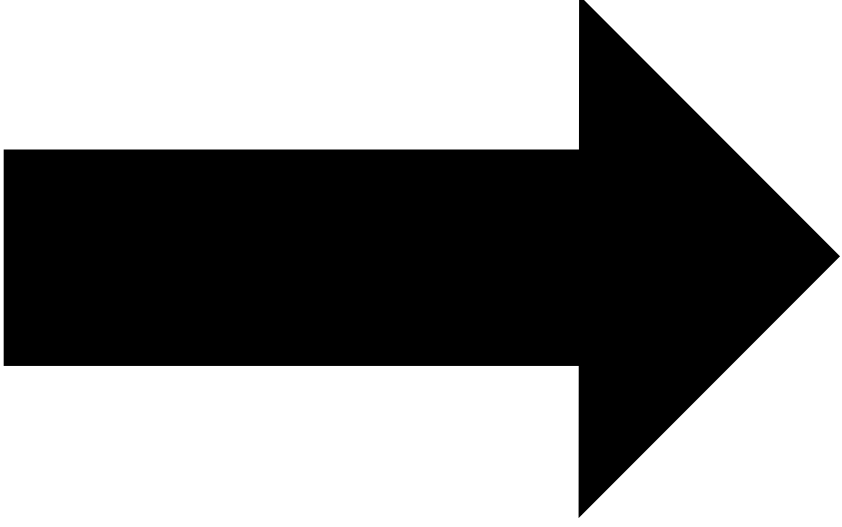
OPEN STUDIO



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OPEN STUDIOS



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