



Norfolk & Norwich Open Studios
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Contract terms and conditions

Please retain for future reference. Do not send back with your completed form.

1. The Norfolk & Norwich Open Studios scheme is open to all visual artists working in any medium who live or work in Norfolk in the following Local Authority areas: Breckland, Broadland and Great Yarmouth, Norwich, North Norfolk, South Norfolk and West Norfolk and King's Lynn. We cannot accept applications from artists who live outside these Local Authority areas.
2. Norfolk & Norwich Open Studios does not guarantee that every participating artist will have an image in all the publicity produced.
3. Norfolk & Norwich Open Studios reserves the right to edit text supplied for use in promoting the scheme, including artist listings information.
4. Every effort will be made to return artwork images where stamped addressed envelopes have been supplied, but Norfolk & Norwich Festival cannot be held liable for any losses or theft of artwork.
5. Membership entries are accepted on a first-come/first-served basis, subject to a maximum capacity, receipt of full payment and a fully completed application form. Returning application forms by the deadline date may not guarantee your inclusion.
6. Brochure listings will be collated and data entered by the Festival office and then proof-read by the artists themselves. We must be notified of all artist's listing amendments by the deadline date given at the time by the NNOS Office (this will be in mid February, date tbc).
7. All NNOS members agree to adhere to their obligations as relevant to membership status and as per their application form.
8. It is not acceptable to include non-participating artists or their artwork in an individual artist's NNOS exhibition/studio. Studios/venues exhibiting more than one artist's work must apply as a group or each individual artist should apply separately.
9. It is not acceptable to include work by artists who do not live or work in Norfolk in a NNOS group exhibition.
10. Members opening their studios during the scheme agree, at the very least, to **open on two full days, for two of the three weekends**, between the hours of **10am and 5pm** during the scheme dates.

11. All members must ensure that their studio is open to the public on the days and times that are published in their listing in the NNOS brochure and website. Many visitors make special journeys based on this information. If, for circumstances outside your control, you are unable to open, a sign with suggestions of studios nearby that are open needs to be displayed.
12. Members opening their studios are responsible for their own insurance cover including Public & Products Liability Insurance. This might be covered in member's personal home or business insurance but artists must check with their insurer first. Each member has a responsibility to ensure the safety of their visitors. Norfolk & Norwich Open Studios does not accept any liability for visitor safety.

(NB: NNOS is unable to provide blanket insurance cover for home/private activities because it does not 'organise and control' the home/private exhibitions but is simply providing promotional services and the opportunity to meet other artists and visitors).
13. Members are responsible for the insurance of their work at all times. Please see the Information and FAQs document in the application pack for information about artist-specific insurance cover.
14. Whilst every effort will be made to ensure the accuracy of information included in the NNOS brochure/website, NNOS cannot be held responsible for any omissions or mistakes which occur.
15. Artists agree to deliver and pick up their own work during a NNOS exhibiting event, as required by the exhibition organiser, or to arrange for someone else to do so, on their behalf.
16. Norfolk & Norwich Open Studios has no responsibility for or liability from any business that may ensue from an artist's membership to Norfolk & Norwich Open Studios.
17. All artist brochure listings must provide contact and access details including; full name, full studio and home address, contact telephone, email address and wheelchair access at the venue. Additional information for group entries will be dependent on space available.
18. Members are expected to volunteer their assistance with the running of Norfolk & Norwich Open Studios, specifically the **essential** distribution of publicity material (particularly the brochures) around the county, the delivery and hanging of their own work and invigilation as directed.
19. Members are expected to collect their own quota of NNOS print materials (brochures, posters, postcards etc) on the given dates/times and from the allocated venue/s within the district that their studio is located in, or arrange for someone else to do so, on their behalf.
20. All artists must pay the full inclusion fee before Friday 18 January 2019 or risk their entry becoming null and void. All cheques should be made payable to 'Norfolk & Norwich Festival Trust' and must include the artist's name on the reverse side.
21. All individual NNOS entries will be on the basis of one person per entry. If your open studio venue includes or is run by two or more artists, you will need to submit your entry as an 'artist group' or as individual NNOS entries for each artist. However, if two or more artists genuinely collaborate in the production and creation of all their work then it is acceptable to apply as a single NNOS entry.

22. Group entries are allocated a larger space in the brochure than the individual listings so are therefore required to pay a higher fee, which is the near equivalent of 3 individual artist membership fees. Artist group entries are defined as entries that are not specifically individual artist open studios and/or may be run or occupied by more than one person but always exhibiting the work of Norfolk based artists. If you are two artists working in one studio please refer to point 21 and read carefully.
23. For artist group entries, it is not possible to publish an image for each of the artists in the group. A maximum of 2 images can be published in the brochure listing. Due to space limitations in the brochure, no guarantee can be given that more than 10 artist names from the group will be included in the listing or the index page.
24. For artist group entries, at least one of the artists from the group must be present at the venue during their published NNOS opening times, to meet and talk with visitors.
25. All artists agree to ensure their studio/gallery is well presented, safe and welcoming to all visitors and/or members of the public, including the use of good, clear exterior and interior signage and directions (especially on the roadside if your studio is difficult to find).
26. Images supplied with completed application forms must be of appropriate quality for inclusion in the NNOS brochure.
27. All NNOS artists agree to allow the Festival office to disclose their contact information from Section A and B of the application form to the other NNOS artists in their district. This is to aid communication, the set-up of art trails and the sharing of publicity distribution.
28. All NNOS artists must be aware that the majority of communication with them from the Festival office will be by email. If an artist does not have an email address then communications will be by telephone or post.
29. **Cancellation policy** – if an artist decides to withdraw from NNOS before Friday 11 January 2019, we will refund up to 50% of their participation fee. Cancellations after 11 January 2019 will be non-refundable due to the costs already incurred.
30. All NNOS artists must notify the NNOS office as soon as possible if any of their contact details change during the year.
31. All NNOS artists must include the official NNOS logo in any marketing activity (print/maps/flyers/websites etc.) that they produce. The logo can be emailed to artists from the NNOS office.
32. All artists taking part in NNOS 2019 must inform the NNOS office via the application form of the correct Norfolk district that their studio is located in. Artists who have listed themselves in the wrong district will be automatically moved into the correct district on the NNOS maps.
33. Norfolk & Norwich Open Studios operates a zero tolerance approach with regards to aggressive, insulting or abusive language or behaviour. Artists who act in this way to any Norfolk & Norwich Festival employee, intern or volunteer will be removed from the scheme and their participation fee will not be refunded.
34. Norfolk & Norwich Festival accepts no responsibility for any arrangements or disputes that may occur between venues or organisations that Norfolk & Norwich Open Studio artists work with, or book for use, during NNOS.
35. Norfolk & Norwich Festival accepts no responsibility for or liability from consequences that may occur as a result of unsolicited marketing companies using published artist contact details from the NNOS website, brochure or other print to

get in touch with artists. NNOS artists are given the option in Section L (data protection) of the application form to tell us whether they are happy for their contact details to be published on the NNOS website or not. The website is a useful marketing tool for artists and the scheme as a whole, so it is live and online all year round.

36. All individuals and groups participating are responsible for seeking all relevant and appropriate permissions from neighbouring residents regarding use of shared access to property, especially where there is no public right of way or where property and/or land restrictions are in place. Norfolk & Norwich Festival accepts no responsibility for any arrangements or disputes that may occur between individuals and local residents.