Dear Art Around Town Applicant,

Thank you for your interest in participating in the 4th Annual Art Around Town Chappaqua! The event will be held in Chappaqua during the month of June.

The kick off for the event will be Thursday May 31, 2018 with an opening party at the merchant locations from 5-8:30pm.

Important Dates and Requirements:

- Application deadline: Postmark Friday April 16th 2018
- Your Application is not a guarantee of admission nor is your application fee refundable.
- Application fee is $40 for members / $65 for non-members
- You must be available for the opening reception
- You must be able to take your work down by June 29th
- Your work needs to be displayed professionally and price cards need to accompany your work.
- Merchants will select their artists on April 26th
- Artists will be notified of their acceptance and be provided with merchant contact information no later than May 8th.
- It is the artist’s responsibility to initiate contact with the merchant and arrange a meeting time to select the works they will display for the show
- Artists are responsible for the installation and removal and repair of the merchant’s space.
- Please remember that the merchants are loaning us their space for this event and are making all best efforts to find locations that work within their store.

Once you are selected and have meet with your merchant host create your price Lists:

- Fill out and keep original
- Print out and mail, or scan and email as jpeg to NWAG by May 20th. – nwartistsguild@gmail.com
- Make a copy to give to your merchant upon delivery of your art.
- Please remember this is a collaborative endeavor, and each merchant/artist pair should make best efforts to find a mutually beneficial location to display art.

No other formats will be accepted. We MUST have a copy of your price list on file in order to process the sale of your artwork!

IMPORTANT: Once the price list has been submitted, NO CHANGES IN THE PRICES OF YOUR PIECES WILL BE ACCEPTED. NO EXCEPTIONS!

If there are any changes in the displayed artwork, or if you replace sold pieces during the program, please email the additions to NWAG immediately.

Make sure the merchant has a copy of your Bio along with the price list. Many customers request information about the artist when they purchase artwork.

Price Cards:
These cards identify your art work as for sale as a part of Art Around Town. Write the name and price of each work so that it will be easily visible. The number that you put on the price card for a piece should correspond with the number on your price list. If you have more than 8 pieces showing at a location, make an additional copy of the list and change the numbers. All sales will be processed by NWAG.
NWAG will notify you when a sale is made. Please note that the Westchester County sales tax of .0775 should be calculated into your price. And remember: NWAG will take a 10% commission on all sales. Expect payment for sold artwork 2-3 weeks after the program ends.

**Art Around Town Map:** The Art Around Town Map will be available at participating locations.

**Opening Night Artist Receptions:** Thursday, May 31st 5-8:30 pm

The Guild is providing balloons to set outside each participating location. If you are selected to participate your name will be on the list for balloons and available for pick up at The King’s Scribe, One King St., between 3 and 4:30 on opening night.

All artists are encouraged to bring family and friends to stroll downtown Chappaqua and enjoy the art and festivities.

Please note that attendance at the opening night is essential to making your reception successful.

**Pick up unsold work:**

Coordinate with merchant to pick up unsold artwork on Friday June 29th.

**Questions?**

Email: nwartistsguild@gmail.com. Your inquiry will be addressed within 24 hours.
4th Annual
Art Around Town Artist Application
2018

Name: _____________________________________________
Address: __________________________________________
Phone: Day: ______________________ Evening: _____________
Email: ____________________________________________
Website: __________________________________________
Other: ___________________________________________________________________

Application Materials:

1. Bio – you might also want to include an artist statement, any information about your work, and your website so that the merchants can learn more about you.

2. Three to five 8.5” x 11” high-quality color prints of your work labelled with title, medium and size. These do not need to be photo quality but should be high quality computer print outs.

3. Application fee: $40.00 for NWAG member. $65.00 application fee for non-members includes membership. Please note that application fee does not guarantee acceptance. Merchants will select work to display in their own committee meeting. You will be notified of acceptance by email no later than May 8th.

Note also that NWAG will take a 25% commission on all works sold during this fund raising event.

Please send to:
NWAG, P.O. Box 432, Millwood, NY 10546
Label: PHOTOS: DO NOT BEND.
(label as above so that the work arrives in the best shape possible)

Postmark must be April 16th. No exceptions.
Artist Price List
Return to NWAG by Friday, May 25th

Artists Name: __________________________________________
Address: ___________________________________________
_____________________________________________________________________________________

Phone: Day ( ___ ) ___________ Evening ( ___ ) ___________
Fax: ( ___ ) ___________ Email: ____________________________

Merchant: ____________________ Phone:_________________

- Numbers on this price list should correspond to numbers on your price cards for the artwork. To register additional pieces, duplicate this form and change the numbers to correspond.
- No changes in prices or artwork will be accepted after this price list is submitted to NWAG.
- Print and mail, or scan and email this form to NWAG at addresses above. No other formats will be accepted.
- NO ART WILL BE SOLD WITHOUT THIS COMPLETED OFFICIAL PRICE LIST. ALL SALES MUST GO THROUGH NWAG.

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