

Lawrence ArtWalk 2015 Registration Form

Registration Fees

Artist Early Bird (before August 1, 2015): \$75

Artist Late Registration: \$80

*Collective: \$240

*Studio: 1-2 studio artists \$160, 3 studio artists \$240

Registration deadline is August 15, 2015

Registration Process

1. Carefully read and fill out this form, reviewing all data entered before submitting. Save or photocopy your registration materials before submitting or mailing them. All form sections with a red border must be filled in to submit the form. You may copy/paste information such as your biography, URLs, etc. into any of the blanks. When completed, please save the filled-out PDF file (putting your last name in the filename) and e-mail it to lawrenceartwalk@gmail.com. Alternatively, you may print this form, fill it out manually, and mail it to:

**Anne Egitto/The Little Pottery Venture LLC
1042 Jana Dr.
Lawrence, KS 66049.**

2. E-mail (to lawrenceartwalk@gmail.com) or mail (to the the address above) on CD/DVD/flash media at minimum three (3) images of your artwork per what you fill in on this form in section B. Be sure to include your last name in the file names of the images you send.

3. Remit the registration fee either via Paypal, check, or money order. If you choose to pay via Paypal, you will receive an e-mail invoice. Checks and money orders should be mailed to the address above.

*If you are registering as a collective or a studio with commercial gallery space, please contact us directly.

Do not hesitate to contact us if you have any questions about registering.

Thank you,

Anne Egitto, Director
Lawrence ArtWalk 2015

PART A: NAME, CONTACT INFO, AND LOCATION

NAME & CONTACT INFORMATION

**Artist's
Last Name:**

**Artist's
First Name:**

Studio Name:

Phone:

Please enter a full 10-digit telephone number that will be listed in the printed guide map. This can be a land-line or a cell phone number.

E-Mail:

Yes

No

Please indicate if you would like these listed in the flyer.

Website*:

Yes

No

*Website can be your Facebook, Etsy, etc. but must feature your own work exclusively.

EXHIBITING WITH OTHER ARTISTS (OPTIONAL)

If you plan – or would like – to exhibit your artwork with other artists, identify other artists or location if known. (Note: we will assist in matching you up with other compatible artists.):

I'd like to host other artists at my location.

Other artists' names, if known:

I'd like to exhibit my artwork at another artist's location. Host artist's name, if known:

LOCATION

Full Address of Lawrence ArtWalk 2015 location.

Include street address and zip code. Include name of location if a business, institution, etc. Note: Location must have a postal address with a zip code between 66044-66049 (Lawrence) and 66050 (Lecompton area).

Optional: Provide Google Maps link for the above address

(This enables us to pinpoint your precise location.)

Optional: Provide any information about your location and access that may help visitors to find you, and parking

Is location accessible to the physically challenged?

Yes (fully ADA compliant)

No

Partially - Please explain:

Unknown

PART B: INFORMATION ABOUT YOU AND YOUR ARTWORK

INFORMATION ABOUT YOURSELF

Biographical Statement

Please provide some information about you and/or your artwork; text should be edited beforehand for grammar and punctuation and written in the third-person style. Please keep in mind that there will be limited space in the guide map, so it will help us for you to be as concise as possible. While you may paste as much text as you like in the field below, a good rule of thumb would be to ensure that the entire biography fits inside the box without the need to scroll down.

INFORMATION ABOUT YOUR ARTWORK

Art medium(s) to be exhibited

Select and rank media by degree of involvement (with '1' being your primary medium). The medium ranked #1 will be the category in which you will be indexed in directory listings. You may also optionally provide additional information about each medium. For example, for Painting (under Medium), identify the specific medium (under Description) such as acrylic, oil, pastel, etc. For mosaics, select either Ceramics or Glass under Medium and enter 'mosaic' under Description.

RANK	MEDIUM	DESCRIPTION
1		
2		
3		

Price range of artwork.

Optional notes.

MINIMUM
DOLLAR AMOUNT

MAXIMUM
DOLLAR AMOUNT

PART B (continued)

INFORMATION ABOUT ARTWORK IMAGES

You must provide three (3) images of your artwork. These must be pieces that are available for sale. The images should be of reasonably high resolution, and be in JPEG, PNG, or TIFF format. You may submit the images either via e-mail or by mailing a CD, DVD, or flash/thumb drive containing your images. If images are copyrighted please indicate this in the notes section.

I will send images via e-mail.

I will send images on a CD/DVD/flash drive.

*You must include a self-addressed stamped mailer if you would like your CD/DVD/flash drive returned.

IMAGE 1

File Name:

**Title/
Description:**

Medium:

**Dimensions
(inches):**

H:

W:

D:

Date:

Price:

**Photo Credit/
Notes:**

IMAGE 2

File Name:

**Title/
Description:**

Medium:

**Dimensions
(inches):**

H:

W:

D:

Date:

Price:

**Photo Credit/
Notes:**

IMAGE 3

File Name:

**Title/
Description:**

Medium:

**Dimensions
(inches):**

H:

W:

D:

Date:

Price:

**Photo Credit/
Notes:**

PART C: OPTIONAL HOURS & SPECIAL FEATURES TO BE PUBLICIZED

Lawrence ArtWalk 2015 hours are officially Saturday, October 24th, 10am-6pm and Sunday, October 25th, noon-6pm, during which time you are obligated to make your art available. However, you may exhibit your artwork for extended hours between Friday and Sunday and, if so, must indicate such hours below.

Special features or events may help to make your location appeal to more visitors. Please indicate which features or events you plan to include during the Lawrence ArtWalk weekend at your location, along with days and hours. We encourage you to have a public or private reception on the evening of Friday the 23rd or Saturday the 24th. Enter any information below that may be relevant for visitors, but be aware that descriptions may be subject to editing due to space limitations in the printed guide map.

Extended Hours	Public Reception	Art/Craft Demos	Other Features
Indicate extended open hours	Choose either Friday or Saturday evening and indicate hours between 6 and 10pm	Provide description and indicate hours	Provide description and indicate hours (if applicable)

Friday,
October
23

Saturday,
October
24

Sunday,
October
25

Optional: Phoenix Gallery Showcase (September Final Friday through October.)

As an anniversary year, the Phoenix Gallery will be hosting an exhibit to showcase Lawrence ArtWalk participants during the month of October with the kick-off reception at the September Final Friday in the fine arts gallery. Artists may submit 1-2 works of art and the exhibit will run through the end of October. This will be a great way to get people excited about ArtWalk and another venue to get maps distributed to potential ArtWalk participants. Phoenix Gallery will take their usual 45% commission.

Do you wish to participate in the Phoenix Gallery Showcase? Yes No

Optional: Submit questions or provide any additional notes here.

PART D: FEE, PROMO MATERIALS & PARTICIPATION AGREEMENT

FEE

Payment submitted by check or money order, etc., must be made out to 'Anne Egitto for ArtWalk' and mailed (postmarked) by the registration deadline to: Attn Lawrence ArtWalk, The Little Pottery Venture LLC, 1042 Jana Dr., Lawrence, KS 66049. Eligibility for the Featured Artist Award is guaranteed only with such payment and submission of artwork images by e-mail by the registration deadline (August 15).

Registration fee – less a \$25.00 administrative fee – is refundable only if eligibility requirements for participation are not met or registration has been disallowed (due to any or all of a registrant's registration materials having been deemed to have been received after the August 15, 2015 deadline) or if an artist's request to be matched up with a suitable host artist cannot be met.

In the event that any or all of a registrant's registration materials are deemed to have been received after the August 15, 2015 deadline, the Lawrence ArtWalk Director reserves the right to either disallow such registration (and return CD/DVD/flash drive in SASE, if provided, and registration fee less admin fee) OR impose an additional fee of up to \$25.00.

Select payment and method:

If "other", please describe:

GUIDE MAP AND POSTCARD

Please order the quantity of printed guide maps and invitation postcards that you need. (We suggest you order at least 10 guide maps to have on hand for visitors during Lawrence ArtWalk hours; and you order sufficient postcards to mail to patrons or others on your mailing list. Orders for more than 25 guide maps or 50 postcards will require approval by the ArtWalk Director. Note that an e-postcard will be e-mailed to you to use as an alternative or additional means of promoting your participation in our event to your patrons or others.) Please be "green" and order only what you need.

Guide Maps:

Postcards:

PARTICIPATION AGREEMENT

I hereby:

- give permission to The Little Pottery Venture LLC to reproduce artwork for promotional purposes only in printed Lawrence ArtWalk 2015 materials and on the Lawrence ArtWalk website;
- agree to use official Lawrence ArtWalk logo and Lawrence ArtWalk 2015 event name in self-produced promotional materials;
- agree to pay The Little Pottery Venture LLC a commission on any sale of artwork facilitated by The Little Pottery Venture LLC that is displayed on my Lawrence ArtWalk 2015 web page;
- agree – per the Kansas Department of Revenue – to comply with 'All federal, state and local laws governing retail sales tax'; and
- agree not to hold The Little Pottery Venture LLC or its authorized representatives liable for any claims whatsoever arising out of my participation.

Check YES box to agree to all terms and conditions stipulated herein for participation.

Yes No

Signature

Your typed name represents your signature for the purpose of authenticating this agreement.

Please review the form thoroughly to ensure you have filled out all the required information and then go to File | Save As..., being sure to include your last name in the filename. Finally, attach the PDF file to an e-mail addressed to: lawrenceartwalk@gmail.com