

CHECKLIST WITH THIS FORM YOU NEED TO INCLUDE:

1. **One image of work from each artist** showing in the house.

Each image should be marked with the name of the artist and an arrow showing which way up it should go.

This should be a JPEG image to 300dpi at 10x10cm on CD or by email.

2. **A cheque for £65-00 (to include one artist, each additional artist is £20-00) limited to 16 Artists per property – this to be spread over a double page.**

made payable to **East Kent Open Houses**.

(This is for the cost of leaflet printing, posters and the website update and is non-refundable)

Return to:

Faversham Anne MacLaren. anne@creek-creative.org

Canterbury Lindsay West lindsay.west.soord@live.co.uk

Whitstable Sue Cavanagh openhousewhitart@outlook.com

Herne Bay Mandy Troughton mctrout@hotmail.com

Margate Sarah Gibbon sarahgibbon1@gmail.com

Ramsgate Sarah Stokes sarahstokes37@gmail.com

Deal Susan Beresford susanberesford.art@gmail.com

IN TAKING PART IN THIS SCHEME YOUR RESPONSIBILITIES ARE:

Each house should display the laminated house number provided at the front of the property. Due to the voluntary nature of the Artist's Trail we ask that if you could help out with any of the following please let us know:

Publicity initiatives or general practical tasks

In sharing of properties participants should adhere to the ethos of the scheme, it is a non-profit making organisation.

INFORMATION

Insurance – Houses, studios and galleries are not covered by the Festival's public liability insurance.

It is a part of the Terms and Conditions, which must be agreed to when registering to take part in the Artists Open Houses festival, that all open houses take out public liability insurance. If someone has a serious accident in your house, you could be sued for a great deal of money.

It is essential that you are insured with public liability insurance when you have members of the public visiting your home or studio. This type of insurance will generally cover public liability only, i.e. injury to people visiting your house and not value of the work displayed. It is also possible for individual artists to take out their own insurance to cover possible loss or damage to their own work if they choose to.

We recommend taking out public liability insurance with the Artists Newsletter (AN) AIR.

<https://www.a-n.co.uk/about/insurance> AN AIR operates the only policy dedicated to artists and costs around £40 per year. If you are an artist, the policy will provide around £5m cover. There are a variety of options, so it's worth taking a good look to check the details of what is covered.

Don't try to add this insurance to your household insurance as it may invalidate it or raise your premiums astronomically!

Publicity – Brochures will be distributed to all artists for their own publicity, there will be a set number per artist. Those participants willing to help distribute them to places of work, libraries and other locations will of course be given extra to do so.

Brochures will be made available at the earliest opportunity.

Brochures – EKOH brochures will be available from the same locations as the Festival brochure and from the Box Office.

Images - are selected by the Festival Office brochure designer to create a balanced design.