

BRICKBOTTOM OPEN STUDIOS - INFORMATION SHEET

NOV. 19 & 20, 2016, NOON to SIX

Please read this **CAREFULLY**, and provide **complete and accurate information**. Any incomplete forms will be left unprocessed.

REGISTRATION: Early-bird registration (\$75) closes **JULY 31**. Regular registration (\$100) closes **SEPTEMBER 15**.

INVITATIONS: All participants will receive 25 printed cards by the start of November; you can request more. You will receive an electronic invitation for e-mailing or posting to social media networks.

WEB SITE: The list of participating Open Studios artists on the Brickbottom.com website will be updated once all the registration forms have been processed. It will link to your official BAA member page. Update your BAA member page as often as you like; make sure your contact information is accurate.

HALLWAYS: Participating artists may display their work in the halls near their studios and a piece near the elevators. Share the available space with other artists on your floor. Please do not hang work in areas marked "reserved". **DO NOT** post signs pointing the way to your individual studio. We will post generic "more art" arrow signs directing traffic to ALL studios.

PUBLICITY: Every year, nearly half the attendees are first-timers who heard the WBUR radio ad or saw our print ads. PLEASE help us out by posting this event to your social media networks. "Friend" our "Brickbottom Artists" (not "Brickbottom Group") Facebook page and post enticing pictures there to create a buzz in advance.

NON-RESIDENT BAA ARTISTS: If you have shown here before, contact the resident who hosted you previously. We will try to find a host for everyone. Public spaces are available on a first-come-first-served basis. If we cannot find a space for you, your registration fee will be refunded. Along with a typed artist statement, you may also include a wall-mounted dispenser for business cards or flyers. Empty or for-sale units may also be available as exhibition space. Sculptors may use the outdoor courtyard. You can show one piece in the directory show. Please attend throughout OS hours. Neither the BAA nor the Trust is responsible for any work exhibited in this manner, so please pick it up as soon as OS is over. If you have your own display and lighting system, it will be easier to fit you in. Contact Bill Kipp (billkipp@rcn.com), the Affiliate Artist Liaison.

SHARING SPACE: If you have hosted non-resident artists in your unit before, you may be contacted directly by those artists in the coming days. If you wish to share your space this year, contact Bill Kipp (billkipp@rcn.com), the Affiliate Artist Liaison. You will receive \$25, **after the event**, for **each** affiliate artist you host within your space.

WORK: Every participating resident artist **MUST** sign up for a task, unless you pay the volunteer-duty exemption fee of \$25. Sign up online:

<https://drive.google.com/drive/folders/0B-zFJ2zAKIcnVWxhTzFCVEN2WjQ>

PRESS IMAGES (OPTIONAL): Email a high-resolution (300+ dpi) image to pier.gustafson@gmail.com, identifying the title and medium of your piece, and your name as you would like it to appear. Alternatively, burn the image on a CD-R disc and return it with the form and payment. On the disc, write the title and medium of your piece, and your name as you would like it to appear. Select a piece that works well in gray-scale, in case of black-and-white publication. Out-of-focus, crooked or poorly lit images cannot be used.

DIRECTORY EXHIBIT: Each artist displays one piece in this show, so that visitors can choose whom they want to visit. Drop off work to the Gallery on **Oct. 20**, 6-8 PM. or **Oct. 21**, 9-11 AM. If you cannot bring your work to the gallery at that time, arrange for a neighbor to do it. Pick up your work promptly after Open Studios closes on Sunday.

On behalf of the Open Studios Committee, The BAA Board and the Gallery Director, we thank you!!!

QUESTIONS? E-mail bbos@gmx.us