

# West Bay Open Studios

## PROSPECTUS & AGREEMENT

**Tour Dates and Times:** Saturday October 26 & Sunday October 27, 2024 11am - 5pm

**Application Deadline:** May 15, 2024 (firm, no exceptions)

**Acceptance:** By June 7, 2024 (notices will be sent by e-mail)

**Submission:** Send application and related materials described below to:

Warwick Center for the Arts  
3259 Post Rd.  
Warwick, RI 02886

Or email to:

WBOS@Warwickcfa.org

### ARTIST ELIGIBILITY

**Juried:** Artist must submit along with the attached WBOS New Artist Application, a Bio, Artist Statement, Resume, and 3 high quality digital images of works (300 dpi, max 8" in any direction). The digital images must be representational of works the artist would have on display for the tour. Digital images can be emailed to the address listed above with subject line "WBOS Tour New Applicant Images (artist name)". Consider images that could be used in promotional materials.

A site visit to the artist's tour space will also be conducted to assess parking, accessibility, and overall presentation of works.

**Membership:** West Bay Open Studios (WBOS) is affiliated with Warwick Center for the Arts (WCFA). All participants of WBOS Tours must be a current "artist" member of WCFA. You may join WCFA at: <https://warwickcfa.org/membership/>. Annual fee is \$45. Explore their website to see the membership benefits which includes a link to the artist website. WBOS artist participation also includes an artist page on the WBOS website [www.westbayopenstudios.com](http://www.westbayopenstudios.com) and marketing on their social media accounts.

**Location:** Artist's studio for the tour must be located in the geographical area of "West Bay" in Rhode Island which includes Cranston, Warwick, West Warwick, East Greenwich, and North Kingstown. Other locations immediately bordering these towns may be included at the discretion of WBOS. There is limited space to exhibit at WCFA in lieu of personal studio space on a first come, first served basis.

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## ARTIST AGREEMENT

**Tour Participation:** Artist agrees to participate in the full advertised time for both dates and times listed above.

**Artwork:** Artworks displayed must be created only by the applicant artist and demonstrate originality, mastery in the medium, and craftsmanship.

**Liability:** Artist must maintain their own liability insurance for their studio/home/event. WBOS accepts no liability for risks associated with participation in the tour for the artist, artist studio/location, or attendees of the tour.

**Retail Sales & Taxes:** Artists must provide a current retail sales permit number on the application form. Artists are responsible for their own sales tax liability. To avoid collecting tax from patrons who will expect to pay no sales tax on art, artists may obtain a "Sales Tax Exemption for Artistic Works". User friendly guidance is available on the Rhode Island State Council on the Arts website at <https://arts.ri.gov/programs/individual-artists/buy-art-tax-free> or go directly to Rhode Island Division of Taxation website <https://tax.ri.gov/tax-sections/sales-excise-taxes>

**Fees\*\*:** If accepted, a participation fee of \$150 must be made to Warwick Center for the Arts (memo line WBOS) **within 14 calendar days of the e-mail notification date**. Failure to make payment will result in forfeiture of participation.

An additional \$150 (minimum) must be raised by each artist. This can be accomplished by obtaining business sponsors or can be paid directly by the artist. The deadline for submitting the sponsorships/fee will be stated in the e-mailed acceptance notification. These funds go towards website, advertising, promotional materials and signage, etc. WBOS will provide the artists with a Sponsorship Form to use when soliciting sponsors.

**\*\*NEW for 2024 (only 1 may apply):**

**Early Bird Discount** 20% off Participation Fee for Application Submission by May 1, 2024.

**Returning Artists:** If you participated in the Tour in the past, but not since 2018 or earlier, we offer a 1 year waiver of the Participation Fee or Sponsorship (total \$150).

**E-Mailing List:** Upon acceptance to participate, the artist will submit their e-mailing list of potential clients to WCFA to be incorporated with the WBOS e-mailing list for distribution of the marketing materials. Instructions on how to do so will be provided.

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**Committee Participation:** WBOS Tour is a cooperative group aimed at collectively promoting the works of all participants and ensuring the success of the Tour. Please indicate on the application what role(s) you can support (Planning/Publicity/Advertising/ Distribution). The following roles include but are not limited to the type of activities within the committees. Open roles and needs may vary each year. The group meets monthly for planning.

## **Board Member(s) to WCFA**

### **Planning:**

- COORDINATOR
- SECRETARY
- TREASURER
- GRANT WRITER
- SUPPORT

### **Publicity:**

- WEBMASTER
- FACEBOOK
- OTHERS/SUPPORT

### **Advertising:**

- MARKETING MATERIALS
- SIGNS/BANNERS
- MAILING LIST
- SPONSORS
- SUPPORT

### **Distribution** (of marketing materials)

- COORDINATOR
- SUPPORT