

Westport Arts Center Artist Registry

ENTRY FORM

Office use only
Received:
Entered:

I. Contact Information

Name	Phone	Fax

Address (number and street, town, state, zip)

Medium or field (sculpture, photography, graphic design, etc.)	Website	Email

2. Visuals list: Label your images on a CD-Rom with your name and title. Images should be in JPEG format, no larger than 8" in height or width, with a resolution of 300 DPI. JPEG files should be named as follows: lastname.firstinitial.abbreviatedtitle.jpg *Example: smith.j.shorttitle.jpg*
 DO NOT include spaces, ampersands, apostrophes, quotation marks or any characters other than letters, periods, and underscores in the title (these can corrupt the file and prevent us from opening them).

	Title of work	Year	Medium	Dimensions (H x W x D)	Price or N.F.S.
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

3. Artist Statement: Please submit a word document of your bio and an artist statement of no more than 300 words. (Please put on CD-Rom with images)

4. Terms & Conditions: Read the "Terms and Conditions" on the reverse and sign.

5. Deliver or mail your materials to Artist Registry/Online Gallery at the Westport Arts Center, 51 Riverside Ave, Westport, CT 06880. Questions? Call the office at (203) 226-1806, or email: info@westportartscenter.org.

Westport Arts Center Artist Registry

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Terms and Conditions:

Contact info

No personal contact information (phone, address, and email) for an artist will be placed on the Westport Arts Center (WAC) Artist Registry unless the artist requests it. Anyone who wishes to contact an artist in the registry can request contact information from the WAC. If an artist has a personal website, there will be a link to it from that artist's page on the WAC Artist Registry.

Image reproduction / copyright

Copyright information has been placed at the bottom of each page of the registry to make viewers aware that artists hold the rights to images of their work. An artist can request at any time to have any or all of his or her images removed from the website. Requests will be processed in the order in which they are received.

Corrections

Artists should notify the WAC of any errors on their individual pages. Errors will be corrected as soon as possible.

Changes

Artists will be able to submit changes to the content of their page—including images—one time during each calendar year.

Fees

Inclusion in the artist registry is currently free all WAC members. Because of the amount of time and the cost of equipment and software necessary to maintain the registry, artists may at a later date be asked to pay a small annual fee to remain in the artist registry. Artists will be notified of this change, should it occur, and will be given the option not to participate.

Commissions

The WAC's standard commission on work sold from its gallery is 30%. The WAC asks that an artist who sells work as a result of the WAC Artist Registry make a suitable contribution to the Westport Arts Center.

By signing below, I agree to the terms and conditions stated in this document regarding the Westport Arts Center Artist Registry:

Signature of Artist

Date

Name