

## Guidelines for all members 2021/2022

**Mercury Bay Art Escape operates on a collaborative basis, as a member, your participation is required and expected. The Steering Group welcome your time and expertise on various activities and all events, particularly leading up to Open Studios.**

1. You **must** be present in your studio with your exhibition throughout the Open Studio weekends, both weekends 10am – 4pm daily. Visitors expect to be able to meet the artists as part of their Art Escape experience. It is understood that personal events can happen suddenly and change your situation. In such circumstances it would be helpful if a family member or friend can represent you during Open Studios. If this happens please contact the Regional Representative in your area and email [admin@mercurybayartescape.com](mailto:admin@mercurybayartescape.com) immediately. Your acceptance to Mercury Bay Art Escape is on the basis you will be present in your studio for both weekends.
2. Please respect your obligations and value your relationship with any gallery representing you when you are selecting your works to display at your studio. It is important that your gallery(ies) can also display your works during Open Studio weekends.
3. You must only display and sell items that you have created yourself, or are from original designs that you have produced (eg cards and prints from original artworks). Imported mass produced goods are not acceptable for sale nor is it acceptable to sell or exhibit work by another artist who is not a paid member of MBAE. If these rules are broken you will be asked to remove the items from display and risk cancellation of your membership without a refund.
4. Your studio space should be in an accessible location suitable for visitors with easy parking.
5. If you do not have a suitable studio space that is easily accessible and has reasonable parking please consider a shared studio space with another MBAE member in your area or contact one of the Steering Group members to be referred to other member artists who may be able to share.
6. During Open Studios we encourage you to present elements of your studio practice, this could be works in progress, your tools, raw materials or an interactive art activity etc. This is often a highlight of a studio visit as visitors get a better understanding of your art process and enjoy seeing how you create your work.
7. We will provide you with promotional material that we request you display in a prominent place.
  - A banner flag that is visible from the road
  - Coreflute or laminated signs to direct visitors to parking places or entrance
  - A laminated name and media sign that can be posted on a mailbox, fence post, gate etc.
  - A laminated Membership sign which can be posted at your entrance or other visible place in your studio.

8. We request your assistance in promoting Mercury Bay Art Escape by way of posting flyers etc in your local area, distributing Guides to your networks and within your community and you are encouraged to share social media generic posts to promote.
9. We will set deadlines for submission of images and publicity material for our printed Guide and online presence. As well as for delivery of artworks for the Showcase Exhibition and annual fees for membership. It is really important that these deadlines are met otherwise our entire schedule can be put behind. As such, by being a member, you agree to meet all deadlines for submission of images, details, artworks and fees.
10. You agree that Insurance is your own responsibility at all times.
11. Membership guidelines/Registration for membership are reviewed and determined annually.

**The Steering Group encourage open discussion so if you have any feedback, positive and negative, please contact a member to discuss.**