



2018 COLAC OTWAY ARTS TRAIL REGISTRATION FORM

SOUTH 20-21 OCT | NORTH 27-28 OCT

APPLICATION DUE - Please complete and return by 5pm on FRIDAY 20th July 2018
Email: colacotwayartstrail@gmail.com Postal address: PO Box 586 Colac 3250

PLEASE USE BLOCK LETTERS

CONTACT NAME: _____

ADDRESS: _____

POSTCODE: _____

TELEPHONE: _____

EMAIL: _____

I have my own venue (Must have own public liability insurance, see Guidelines*) Certificate of Currency attached

I would like to participate in a pop up gallery, market or shared space** I would like venue information

VENUE NAME & ADDRESS (if different to personal mailing address):

POSTCODE: _____

CODE	REGISTRATION FEES	COST	PAID
COAT	Colac Otway Arts Trail Venue Registration* (See VENUES in Guidelines)	\$45	
COM	Creative Otway Membership ONLY** (See SHARED SPACES in Guidelines)	\$15	
		TOTAL PAID	

Pay by EFT: Account Name: **Creative Otways** BSB:193879 Account No: **448604531** Ref: **CODE (YourName)**

OPEN DATES - PLEASE TICK ONE		PLEASE NOTE:
SOUTH - Saturday 20 & Sunday 21 October 2018	<input checked="" type="checkbox"/>	North and South indicate regions roughly North and South of the Princes Highway. Venues are welcome to open for both weekends regardless of the geographic location. **Open times for shared spaces dependent on individual venues
NORTH - Saturday 27 & Sunday 28 October 2018	<input type="checkbox"/>	
OPEN BOTH WEEKENDS	<input type="checkbox"/>	

ARTS TRAIL BROCHURE INFORMATION MAX. 50 WORDS

Please include Artist/Studio name and medium:

Artist CV Attached Yes No Please attach a photo of you, your work or logo named as: yourname.JPEG

Instagram:

Facebook page:

Website:

Description of your studio or gallery space. _____
eg: private home studio, gallery, commercial studio, commercial window space, pop-up gallery, market, share space.

Demonstrations offered Yes No

I agree to photos of my work and studio being used for promotional purposes Yes



2018 COLAC OTWAY ARTS TRAIL

GUIDE LINES & INFO

SOUTH 20-21 OCT | NORTH 27-28 OCT

Dear fellow artist,

We invite you to register to be part of the 2018 Colac Otway Arts Trail

INFORMATION FOR PARTICIPANTS:

Please read these guidelines and apply as relevant:

Above all have FUN!

* VENUES

- Always have a companion with you during your open hours and have water and food for yourselves
- Tell your neighbours what is happening. Invite them. Tell everyone, post on social media
- Do not leave valuables unattended
- Tidy personal possessions away out of sight
- Keep cash secure
- Lock or block access to private areas
- You love your pets but your visitors may not! Please keep all animals secure and away from public areas
- Inform your insurer in good time
- You must make a formal risk assessment before the trail starts. List dangers, photograph them, take notes and remedy the situation. This shows you are not negligent. An assessment may include giving thought to potential hazards on your property, especially for children and those with limited mobility, eg. steps, pools etc.
- Studios & workshops have hazards. Remove sharp or dangerous implements and poisonous substances to a safe place
- Warn people of steep steps, low beams and passing traffic. Put up temporary signs.
- Display a clearly visible warning that public enter at their own risk
- Provide a copy of your certificate of currency for public liability \$10million – 20 million
- We will provide signage and red flags to indicate you are open and promote you via our Facebook page: Colac Otway Arts Trail as you register. Please send Jpegs to showcase your work
- Once registered as a venue, you will receive Creative Arts membership, promotion via the Arts Trail on the Colac Otway Shire Events page, OCR & Mix FM, social media, website and inclusion in the Arts Trail brochure

To register an arts trail venue you will need public liability cover of \$10-20 million. Check with your insurance company that you are covered or investigate other options online, Nava or phone: 02 93681900; Regional arts Victoria, or ourcommunity.com.au- community groups.

** SHARED SPACES, POP-UPS AND GROUPS

If you do not have insurance or a venue appropriate for public access, consider joining one of our pop up galleries, shared spaces or joint arts market projects. We can put you in touch with an organiser near you who will contact you with the requirements of their venue. All artists in shared spaces are required to have a Creative Otways membership, which provides you with advertising on our Facebook page and website.

NOTE: In the event of emergency or extreme weather the Arts Trail will be publicised as cancelled

CONTACT US

Email: colacotwayartstrail@gmail.com Web: www.colacotwayartstrail.com

Colac Otway Arts Trail in partnership with Creative Otways

