**Palm Beach County Open Studios**

**Memorandum of Understanding 2024**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Artist/Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of artwork: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instagram: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facebook: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Studio Address (including studio number in multiple artist locations):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your studio/venue have dedicated parking? \_\_\_\_\_\_\_\_\_

If yes, approximately how many spaces are available? \_\_\_\_\_\_\_\_

If no, where is the best place to park during the event date/time?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check here if your location is accessible to persons with a disability: Yes \_\_\_ No \_\_\_

Please check here if you would like to be identified as a BIPOC artist: Yes \_\_\_ No \_\_\_

Requested t-shirt size: S \_\_\_\_ M \_\_\_\_ L \_\_\_\_ XL \_\_\_\_

Event Date: May 18-19, 2024

Event timing: Noon to 5:00 pm (artist or designated representative must be available for the entire event on both days)

Fee: Free to participate

Audience: Members of the local community and visitors to Palm Beach County

*Contracting Party:*

Cultural Council for Palm Beach County

601 Lake Ave.

Lake Worth Beach, FL 33460

Tax ID: 59-1862336

[www.palmbeachculture.com](http://www.palmbeachculture.com)

***About Palm Beach County Open Studios***

The purpose of the Palm Beach County Open Studios is to provide Palm Beach County-based creative professionals with an opportunity to show and sell their work to both the local community and visitors. Participation is free, but each creative professional or organization must commit to remaining available to receive visitors at all times between noon and 5:00 pm on Saturday, May 18, 2024 and Sunday, May 19, 2024. The promotion of this event will be included in MOSAIC (Month of Shows, Art, Ideas & Culture), a month-long cultural tourism promotion in May led by the Cultural Council that targets the drive-market and local audiences.

**Services to the artist include:**

* Studio map designed and printed by the Council which will be available for download on the Council website and distributed in key locations (map may be printed in local publications);
* Inclusion of the event on a dedicate landing page on the Council’s website and shared in e-newsletter (monthly), artist newsletter (monthly), press announcement (monthly) and select collateral materials;
* Event signage will be available to pick up at the Council’s headquarters the last week of April 2024 and should be prominently displayed at the studio or organization location;
* One MOSAIC or Palm Beach County Open Studios branded t-shirt per artist while supplies last

**The Artist or organization agrees to the following:**

* To be open to the public from noon-5 p.m. on Saturday, May 18, 2024 and Sunday, May 19, 2024
* To cross-promote the event on social media and to personal database of collectors and supporters;
* To have an area designated to prominently display work by Palm Beach County- based artists (if the contracting party is a cultural organization or venue);
* To coordinate all media coverage through the Cultural Council’s Marketing department prior to the event date;
* To coordinate the use images or other promotional materials from the Cultural Council’s Marketing department prior to the event.

Initials \_\_\_\_\_\_\_\_\_

**Cultural Council Contacts:**

Jessica Ransom, Director of Artist Services, [jransom@palmbeachculture.com](mailto:jransom@palmbeachculture.com), 561.472.3336

Questions should be directed to **openstudios@palmbeachculture.com.**

*Acceptance of agreement and terms:*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Action items:

1. Each participating artist should complete the memorandum of understanding form, sign and return to [openstudios@palmbeachculture.com](mailto:openstudios@palmbeachculture.com) **no later than January 31, 2024 to assure participation in printed guide.**
2. Consider attending the marketing ICA session at the Cultural Council on Tuesday, February 6th from 9 – 10:30 am *which will include specific information on preparing for Palm Beach County Open Studios*.
3. We will email all participating artists as we get closer to the event date with more information, helpful resources, and available dates to pick up t-shirts and signage to display at your studio/venue.