



# VISITING ARTIST'S GUIDELINES

**MOTHER BROOK OPEN STUDIOS**  
**123 High Street, Dedham, MA**  
**November 10 - 11**

**Mother Brook Arts & Community Center** is a vital and burgeoning art center in Dedham, MA. Housed in the former Avery School, it is the creative home of over 35 resident artists, including photographers, painters, fiber artists, sculptors, ceramicists, illustrators, MetalMorphosis Silversmithing Studio, and the Dedham School of Music. Our fall and spring Open Studios consistently attract well over 1,000 visitors from the New England region.

Here are guidelines to help make the process easier for all. Please follow them closely. If you are juried in, your registration payment signifies that you've read and agree to these guidelines.

**Open Studios Hours:** Saturday (11/10) 11 to 5 and Sunday (11/11) 11 to 5. Artists or their representative must be present in the studio during these hours. Artists who leave before the event is over may not be invited back to future open studios.

**Space:** You will be notified of your location in the building, along with a map, prior to the event. Please understand that last minute changes might occur due to circumstances beyond our control. Please bring anything you might need to display your work, as wall space, tables and chairs are limited. We do not supply easels, electrical cords, lighting (except over head lights), or tools. Artists may not hang work directly on MBACC's walls.

**Set up/Break down:** The building will open at noon on Friday, November 9 for setup and you must complete you setup by 5:30 pm. You may also come in early on Saturday starting at 8 pm for last minute adjustments. Your space must be ready by 10 am on Saturday morning. Break down must be completed by 7 pm on Sunday, November 11. Please leave your space as neat and clean as you found it. If you cannot pack up before 7 pm please let us know in advance so other arrangements can be made.

**Artist Exhibition:** Accepted artists are encouraged to participate in our Open Studios art exhibit which will be on display from November 10 – January 1. Exhibit drop off times are November 5, 1 pm – 2pm or 6 pm – 8 pm. Exhibit items may be picked up on January 2, 1 pm – 2 pm or 6 pm – 8 pm.

You are invited to submit 3-5 pieces for our Open Studios exhibit. If we find we cannot hang them all we will leave the remaining ones in your Open Studios space so you can include them in your set-up. All pieces which are hung in the exhibit must be left in the gallery space until January 1. Artists retain 100% of their sales from this exhibit.

**Artist Auction:** Since we do not take a commission for Open Studios exhibits and are looking for alternative ways to raise funds, artists are encouraged to donate one piece of any size to the weekend's silent auction. All proceeds from auction sales go to support MBACC. We will use images of auction items to publicize our event and participating artists.

**Promotion:** Mother Brook Open Studios provides advertising and publicity, including media announcements, a web site at [www.motherbrookarts.org](http://www.motherbrookarts.org), social media feeds, and signage throughout Dedham. **All participating artists are expected to place postcards, posters and lawn signs in their communities, and to use all social media outlets to promote the event.**

**Questions?** Contact [openstudios@motherbrookarts.org](mailto:openstudios@motherbrookarts.org).