

Portrait Giving Open House at SAA

Artist Prospectus

$10 per artist. Limited to first 10 to register.

Event is December 10, 12-3pm at Stamford Art Association, 39 Franklin Street, Stamford, CT. Artists do not have to be present to participate but do need to deliver materials to Nancy Stember (nmstember@aol.com) or Jeanine Jackson (csocietyopa@aol.com) Saturday December 3 1-2pm, Sunday December 4, 1-2pm, or by appointment before December 4. Pick up of materials can be at CSOPA’s Christmas party December 11, 2-4pm at Jeanine’s or by appointment with Jeanine.

Materials required:

1.) A tabletop sample (original, giclee, or framed photo) maximum size 14” x 11” with your own tabletop easel. We recommend this be a typical example of a $250 portrait sketch.

2.) One printed portfolio in binder, or book format. Please be sure to include a photo of a head & shoulder portrait typical of what a client would receive for $250 as well as your more finished work.

3.) Business cards. Brochures optional.

4.) Price list and terms using template provided starting at $250 for single subject. Please complete and email before December 3. We will print out with your preferences for the event.

To complete registration, artists agree to the terms of this prospectus by signing below and delivering with materials. Be sure to keep a copy for your records.

* Artists receive payment within two weeks following the event in the amount of gift certificate less 20% commission to be shared between CSOPA and SAA. A commission receipt for tax purposes will be issued to the artist.
* Artists are responsible for paying 6.35% CT sales tax where applicable. Be sure to include in your price list.
* Artists will complete their commissions in a timely and professional manner.
* If for some unforeseen reason you become unavailable after receiving payment from CSOPA for a gift certificate, please contact us immediately. [csocietyopa@aol.com](mailto:csocietyopa@aol.com), Jeanine Jackson 203-856-4713 or ShawnaLee Kwashnak 203-598-0065. We will instruct you on how to remit amount collected so that we can arrange for another artist to assume the gift certificate.
* Please be clear with portrait clients that you may accommodate minor revisions, but any major changes require an additional fee.
* The sample you provide and portfolio on view are important to help set expectations. Be sure to keep these when meeting your client.
* Artists understand that neither The Connecticut Society of Portrait Artists nor the Stamford Art Association can be held liable for any dispute.

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Artist Signature Date