

MHOS Conditions of Entry

1 ABOUT

Commencing in 2009, Mundaring Hills Open Studios (MHOS) is an annual art trail event where local artists across various mediums open their studios to the public. It is held over nine days at the end of October each year. The event's vision is '*Building connections through art and creative spaces in the hills*' and serves as a platform for artists to showcase their work and engage with the community.

One of the oldest open studio events in Western Australia, MHOS is self-funded, indicating a strong commitment and involvement from the artists themselves. We believe that being artist-run contributes to the event's authenticity and dedication to the local art community.

MHOS is held in various locations throughout the Shire of Mundaring, spanning from Swan View to Wooroloo. The geographical spread helps involve a diverse range of communities and promotes art throughout the region.

The steady increase of artist members each year contributes to the development of Mundaring and its surrounding areas into an art district, showcasing the transformative impact of the MHOS initiative on the local cultural landscape.

MHOS has played a leading role in supporting the development of local artists over the years. This positive impact of the initiative on the artistic community continues to be demonstrated as the number of artists transitioning from hobbyists to professionals increases each year.

Overall, the MHOS initiative has had a lasting impact on the local art scene, fostering community engagement, supporting artist development, and contributing to the cultural richness of the Shire of Mundaring.

2 KEY DATES

Main event:

MHOS Event: 18 – 26 October 2025

Other key dates:

Artists Applications close:	2 June 2025
Venue Applications close:	2 June 2025
Advertisers Application close:	16 June 2025
Newbies meeting:	TBA
Artist's meeting:	TBA
Brochures Available:	1st August 2025
Insurance certificate submission:	1 October 2025

Feedback form to be submitted: 16 November 2025

3 VENUE APPLICATION

We welcome emerging and accomplished visual artists of any genre who have a studio and reside in the Shire of Mundaring. Main artists do need to have their own studio. **This year we are limiting the number of studios to 35 based on a first come first served basis.**

We have introduced **a new category called Venue**. This allows locations that are not artists actual studios to participate in the event. They will have a page or half page in the brochure that identify which artists they have at their venue including a description of the artist's bio and photos. **Application will be through a separate form. NB Venues are considered public places so must have the appropriate shire approval to open and have insurance for all artists at their location.**

The application form is on the website www.mundaringhillopenstudios.com and must be completed by 2 June 2024. Late entries will not be accepted. Please note that the page can time out so it is best to read over the entire form before you begin to fill it out.

MHOS retains the right to reject any application that it deems unsuitable.

If you have any queries, please email mhos@outlook.com.au, we will answer you as soon as possible.

4 OUR EXPECTATIONS

The aim of this event is to encourage and support artists in the Mundaring Hills region, and to foster public interest in those artists. Artists are reminded that respecting these aims, other artists and the public is a prerequisite for the acceptance of applications. It is expected that a spirit of co-operation and goodwill will be shown by all those participating so that the event will be successful and enjoyable for all.

The following are expectations of artists participating MHOS:

- There will be a debrief for new participants to bring them up to speed. It is compulsory for new artists to attend to ensure that they are well informed.
- Existing members are encouraged to attend the artist's general meeting even if it's only to get to know and liaise with the other artists.
- If you are able to offer any volunteering for tasks please advise MHOS. See Section 14
- Use the provided graphics (downloadable from website) for social media and advertise to your networks and beyond. See Section 5
- Engage with your local surrounding businesses to create collaborations to see how you can create joint promotions, etc., specific to your 'village'.
- Engage with fellow artists, share ideas and generally contribute to meetings regarding the event.
- During the event chat to your visitors, ask where they are from, how they heard about MHOS, etc. See Section 16

5 VENUE & ARTIST INFORMATION

Each venue can elect to have ½ or full page depending on number of artists at their venue. ½ page is suitable for up to 3 artists. A full page is required for up to 6 artists. Artist will have a bio and photo on the venue page in the brochure. The venue will be identified in the brochures' map. Artist's details will also be on our website with links to their social media and websites.

The following information is required to apply:

- Artist biography, with a word count of 50. Tips on writing biographies is given in our Media and Information Kit and you can also view the examples of last year's artists on the MHOS web site www.mundaringhillsopenstudios.com, Facebook page and Instagram profile.
- Contact details, including website, and social media links (if applicable)
- Images of your work are important to attract visitors.
 - Please ensure you photograph your work in bright light (natural light is best) and ensure you take the image, if a painting, front on so you do not skew the perspective. More info can be found in this link <https://www.aapgh.org/blog/photography-tips>
 - One quality high resolution images (300dpi) of which one will feature in the brochure. Max size 5Mb
 - Please DO NOT crop your images for the brochure. This will be done by the graphic designer.
 - If you need to resize your image here is a link that could be helpful. [Free Image Resizer: Resize Photos Online | Adobe Express](#)
 - Up to 3 additional images per artist and 1 for the venue for the website no more than 2.5 Mb each. Newer images can be provided throughout the year and can be emailed to Liz Berry at info@koredesign.com.au
 - Additional images required for the website will need to be uploaded on the application form. Please ensure the filenames have your full name then the title of the work (i.e. Bob Ross Happy tree1). N.B. The more quality images we receive the more choice we have for the cover design, of which you could be featured.

Other information that we can use to attract people to your venue is:

- Credit card payment facilities. It is highly recommended, but not essential, that you have facilities to take credit card payments, e.g. PayPal or Square. See Section 7
- If you have wheelchair access or partial wheelchair access
- Details of any additional features of your property and studio, i.e. gardens, views, unique architecture or landscape formations. Visitor feedback from previous events have indicated that this can increase visitor numbers over the open studios period.
- Provide details if you are interested in holding scheduled demonstrations in your studio, or if you'd like to hold any 'artist talks' during the event.
- Advise if toilet facilities are available. It is not compulsory to have toilet facilities available, however it is widely appreciated amongst visitors.

- Refreshments can be provided, however they cannot be charged for due to *Food Act 2008 (WA)* regulations. A gold coin donation for charity can be requested.

6 VENUE REQUIREMENTS

The average number of visitors per studio is approx. 500 over the 9 day period, however numbers can reach as high as 2000, with more attending during the weekend than during the week.

Venues are considered public places so must have the appropriate shire approvals.

Venues need be set up in a professional manner. It is important to note that visitors expect a far higher standard than a table in a carport.

Venues need to be open for both weekends. Weekdays are optional and can be by appointment. Venues must stay open for the advertised opening times ie 10am -5pm weekends and 10am–4pm weekdays if open.

You should make sure that you have sufficient parking facilities.

Assistance with wrapping and taking payment is highly advised.

It is important that you provided a safe environment for the public visiting your studio, especially with regards to hazardous materials, trip hazards, sharp equipment etc.

Please let your neighbours know of the event.

7 TAKING PAYMENTS

Most people expect to have some form of digital payment available. Please consider acquiring a Square reader or similar credit card facilities. Alternatively, most banks offer the option of setting up a Pay ID free of charge. More information available at this link. <https://payid.com.au/>

8 FEES

The registration/membership fee is **\$1050 for a full page and \$525 for ½ page**. The application fee for each venue covers the cost of brochures, marketing and admin fees.

Each venue will receive a roster sign that states it is an “MHOS ART VENUE”.

Each venue also receives two free flags for your location and a tally counter so you are able to keep a tally of the number of visitors to your studio over the week, this helps with gaining data for our statistics.

9 CANCELLATION

Cancellations received prior to 2 June are refunded, cancellations received after this date will not be refunded.

In the case that your application to join the event is not successful, payment will be refunded in full.

Should the event be cancelled, then a refund of fees may be available based on the following:

- prior to 2 June 2025 - full refund
- after 2 June 2025 - part or no refund depending on expenditure incurred up to the cancellation date

10 PUBLIC LIABILITY

Public Liability Insurance for the period of the event is mandatory and in order to be successful, you are required to upload proof of insurance on the application form. This applies to both the venue artist and each venue artist unless the venue covers the artists. If you are unable to obtain insurance before the application form is due, a pdf proof of your insurance is required to be submitted to TBA as soon as you have it, however this must be before the date given in the key dates section.

Failure to provide this will prevent you from being part of MHOS for this event and for 3 years in the future.

PL insurance can be obtained from any insurer, however some currently used by artists include Artsource Max, Ausglass, Artshare, Artbug, Duck for Cover, NAVA.

11 COPYRIGHT

We just want to remind people about copyright laws with respect to using other art or photographs as references for your painting and artwork. Unless the images are specifically on "free to use" sites, you need to get permission to use them in your artwork. Here are a couple of useful information sites for your clarification.

<https://www.artslaw.com.au/legal/raw-law/what-is-copyright/>

<https://www.thesprucecrafts.com/may-i-make-a-painting-of-a-photograph-2573673>

Although this is up to the individual artist to comply with, as a group we need to make sure that we don't publish any images on the MHOS website, social media or brochure that may infringe copyright.

12 MARKETING

A brochure is produced every year and, together with posters and flyers, are used to help advertise the event. Promotion of the event is via online events, radio, social media and newspapers etc., and this has resulted in 4000 people visiting the studios over the period.

Three months before the event we will share with you a few marketing tools to help you promote your presence at this year's event. As you prepare to showcase your masterpieces,

it's crucial to understand that the key to a successful art trail isn't solely dependent on the core group promoting the event, but also on how you market your presence ahead of time. To give our visitors a better understanding on the value of promoting your presence at our event, we've listed some helpful tips and tricks in the Media and Information kit which will be available on the web site in due course.

13 PRE-EVENT EXHIBITION

In 2024 we held 2 pre-event exhibitions to extend the marketing reach. These were highly successful. We will be holding another one this year and will contact you separately with details. There will be a fee to cover hire of screens and plinths. Application forms will be issued nearer the time.

14 DEMOS AND WORKSHOPS

In 2024 a number of artists held demos and workshops during the event week to encourage people to attend the open studios between the weekends.

We have also introduced a section on the website to capture any exhibitions, workshops and courses you may have during the year.

Please fill in the relevant form on the website in the artist section.

15 VOLUNTEERS

A small team coordinates this event and we have a number of volunteers responsible for different areas. If you would like to help out with the event, please email MHOS if you want to volunteer.

16 FEEDBACK

Feedback is critical in helping us improve the event year on year.

Each artist is required to give the group feedback after the event via an online form. Info will include number of visitors per day, sales info and other key information. As mentioned in Section 8 each studio is provided with a tally counter to record the number of visitors. It is advisable to look at the feedback form before the event so that you know what info to collect.

Visitor completion of the online feedback form is incentivised as those who complete it go in the draw to win a prize. Please bring this to the attention of your visitors during the event. We will provide you with a poster and cards.

Feedback is also collected from the advertisers and the community.

Feedback to the core team prior to, during and after the event is appreciated, please email mhos@outlook.com.au

