



## **Small Works: Holiday Art Show/Sale** **November 20 - December 23, 2020** **Guidelines and Inventory Sheets**

Small Works offers affordable fine art created by current WAA artist members just in time for gift giving. Small Works is held during the holiday season. ***Please read the following pages carefully.*** If you have any questions, please contact by phone at (401) 294-6840 or [WAAexhibits@gmail.com](mailto:WAAexhibits@gmail.com)

### **IMPORTANT DATES TO REMEMBER:**

**REGISTRATION:** Member sign-up begins on **Monday- September 28, 2020**; \$45 registration fee is due.

**SALE DATES:** **Friday- November 20 to Wednesday- December 23, 2020**

#### **ARTIST SET-UP DATES:**

Tuesday- 11/17 (11am-6pm)

Wednesday- 11/18 (11am-6pm)

Thursday- 11/19 (11am-4pm)

**ARTIST IMAGE SUBMISSION DEADLINE:** (one sample, low-resolution) **Friday- October 30, 2020**

**HOLIDAY RECEPTION (pending):** Sunday- December 6, 2020, 12-3pm

#### **ARTIST PICK-UP DATES:**

Tuesday- 12/29 (11am-4pm)

Wednesday- 12/30 (11am-4pm)

**LOCATION:** Wickford Art Association, 36 Beach Street, North Kingstown, RI 02852

### **GUIDELINES**

- **Registration fee of \$45.00 must be paid at time of sign-up. Participation is open to current up-to-date WAA artist members only.** Artists may renew or join WAA at time of sign-up.
- **Sign-up begins on Monday- September 28, 2020.** A waiting list will be kept once 45 spaces have filled.
- **Fine Art Only:** No crafts. No functional art. No giclees or prints.
- **WAA's definition of "Small Works" is 2D or 3D original fine art with a maximum 14" on the longest side, frame included. Artwork must be for sale and priced under \$300.** Artwork must be framed, wired and/or presented according to our exhibit submission guidelines (available on [wickfordart.org](http://wickfordart.org)). Where possible, artwork should be signed. Photography must be numbered editions under 200. Clearly mark the back of each artwork with artist's name and title.
- Artists must provide their own title cards (title, name, medium and price); a template is available upon request.

### **SET-UP**

- Artists hang their own work for the Small Works Show. Hanging is on these days **ONLY**: **Tuesday- 11/17** (11am-6pm), **Wednesday- 11/18** (11am-6pm), **Thursday- 11/19** (11am-4pm). **Please plan your hanging time accordingly;** Small Works opens on Friday- November 20th.
- Work should be displayed in a **professional manner** representative of the gallery's artistic standards.

- WAA reserves the right to **limit** pieces or remove artwork.
- Each artist must complete and submit an **Inventory Form** listing each artwork by title, medium and price (form is below). Please include your phone, email and website address.
- **Artists may not mark or damage the walls or panels.** Each artist receives an approximately 3-1/2' wide x 4' high section of space to display their artwork. A limited number of pedestals are available for use. Individual browse bins are not allowed due to space constraints.
- You may fill your assigned exhibit space as you wish, but because **organized displays lead to better sales**, we encourage you to plan carefully, frame works in a consistent manner, and group sale pieces by size. In other words, displayed work should be a cohesive group, i.e. same type frame, similar subjects, etc.
- Numbers will be assigned to each of the 45 spaces and corresponding numbers will be **randomly drawn** from a container upon your arrival for hanging. Assignments are on a first-come, first-served basis.
- Hanging nails are provided. *Helpful hint:* bring your own hammer; we have only a few available in-gallery.
- WAA is not liable for lost or damaged work. WAA recommends all artists insure their work.
- As an artist's work sells, the artist will be contacted to replace it with additional pieces.
- **ARTIST PAYMENTS:** Artist-members are paid quarterly for sold work, minus WAA's 30% commission. Small Works commissions will be issued at the end of Quarter 4 (closed of December 2020).
- Gallery sitting by exhibiting artists is strongly encouraged to help promote sales, extend hours as well as give visitors the opportunity to "meet the artists." WAA staff will train you – it's easy!

#### **PROMOTIONAL SERVICES PROVIDED**

In order to promote you and your artwork,

- E-mail 1 low-resolution digital image (**.jpeg only**) of your artwork to [WAAexhibits@gmail.com](mailto:WAAexhibits@gmail.com) by **Friday- October 30, 2020**. **Important: rename your image file(s) with title, medium, your name and website** (if applicable). We will include a slide show of sample work on the Small Works webpage and will link your image to your website (if applicable). ***Images received after October 30th cannot be guaranteed to appear on website.***
- By participating in Small Works, artist grants WAA permission to use images for social media/web/print promotions.
- Please bring **one (1) printed copy** of your **bio or artist statement** for inclusion in the exhibit binder.

**HOLIDAY RECEPTION (pending):** Sunday- December 6, 2020, 12-3pm

Participating artists are ***strongly encouraged*** to attend the Holiday Reception, which is held during Wickford Village's Festival of Lights weekend celebration. This event is pending loosening of state restrictions on social gatherings and physical distancing; more information to come.

#### **PICK UP**

Please mark your calendar with the pick-up dates and times as follows:

- **Unsold artwork collection will be on the following dates:** Tuesday- 12/29 (11am-4pm) and Wednesday- 12/30 (11am-4pm). **The gallery cannot store artwork after December 30th.** The gallery is open only these two days between Christmas and New Year's – please mark your calendars. Contact the gallery if alternate special arrangements need to be made. In fairness to patrons, guests and your artist-neighbors, unsold work may not be removed until after the conclusion of Small Works.
- At pick up, artists must inventory and sign out their unsold work.

# 2019 Small Works

## Inventory Sheet: Complete and Bring to Set-Up

Artist Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

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

<p><b>Assigned Space</b></p> <p><b>#</b></p>
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\$45 Registration received

Current WAA Member

Cash

Bio/Artist Statement Rec'd

Check (Ck# \_\_\_\_\_)

Image emailed to WAA:

Credit Card (ending \_\_\_\_\_)

Received on: \_\_\_\_\_ Title/Medium: \_\_\_\_\_

	TITLE	PRICE	MEDIUM	SOLD/PICK-UP DATE	SALES RECEIPT #
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ARTIST NAME \_\_\_\_\_

	TITLE	PRICE	MEDIUM	SOLD/PICK-UP DATE	SALES RECEIPT #
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