



WAA PICK-UP / COLLECTION POLICY

Please review the following requirements BEFORE registering your artwork.

GALLERY HOURS:

Currently/Summer 2020 – Wednesday through Sunday (noon-3pm)
Regularly – Tuesday through Saturday (11am-3pm), Sundays (noon-3pm)

Pick-Up / Collection Policy

1. All exhibits end on Sunday. Pick-up, or collection of your artwork must occur on the Tuesday after between 10am-6pm, unless previous approval has been granted by the Gallery Director. Exceptions:
 - With prior approval of the Gallery Director, collection of work may occur on the last exhibit day (Sunday) between 2:45 and 3:00pm; the gallery sitter will be informed of these arrangements once approved by the Gallery Director.
 - If the artist is entering the next exhibit and holds a registration appointment on Wednesday or Thursday following closure, work can be held until the drop-off appointment; all registration appointments are set with the Gallery Director.
2. All artwork must be SIGNED OUT at the time of pick-up/collection, using the correct pages from the exhibit binder.
3. For regular Tuesday collection, artists must collect artwork on time unless other arrangements have been made. Lacking sufficient storage space, WAA reserves the right to charge a \$5.00 holding fee per day for work not collected by the deadline specified on each exhibit webpage.
4. Artists may have a representative collect their work; please notify WAA staff prior to collection.
5. If you are in the gallery off-hours (during an event or class) and choose to collect your piece when a staff member is not present you MUST make PRIOR arrangements with the Gallery Director so that the person hosting the event during off-hours is notified of these arrangements.

THANK YOU FOR YOUR COOPERATION!