



Small Works: Holiday Art Show/Sale

November 26 – December 22, 2021

Guidelines and Inventory Sheets

Small Works offers affordable fine art created by current WAA artist members.

Small Works: Holiday Art Show & Sale can incorporate any works that are small in scale, 14 inches or less and priced \$25-\$300.

Please read the following pages carefully as changes have been made to Small Works events this year.

While this event is titled an “Art Show”-- **it is still an exhibit**, but allows for purchase-and-carry as well as artist additions to displays as work sells through the duration of the event.

If you have any questions, please contact by phone at (401) 294-6840 or WAAexhibits@gmail.com

IMPORTANT DATES TO REMEMBER:

REGISTRATION: Member sign-up begins on **Friday- September 10, 2021**; \$50 registration fee is due.

SALE DATES: Friday- November 26, 2021 through Wednesday- December 22, 2021

ARTIST SET-UP DATES:

Monday- 11/22 (11am-6pm)

Tuesday- 11/23 (11am-6pm)

ARTIST IMAGE SUBMISSION: (up to 3 samples, under 3MB each, used for promotion) **upon registration**

ARTIST PICK-UP DATES:

Wednesday- 12/22 (4pm-6pm)

Thursday- 12/23 (11am-4pm)

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

GUIDELINES

- **Registration fee of \$50.00 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 Friday- September 10, 2021.** Registration will close after 45 entries.
- **Fine Art Only:** No crafts. A limited number of artists who work in the functional areas of fine jewelry, fiber and paper arts, and ceramics may participate; call 401-294-6840 to discuss displays **before** registering. Prints must be framed, signed and numbered.
- **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 between \$25 and \$300.**
- **Artwork must be framed, wired and/or presented according to our exhibit submission guidelines** (available on wickfordart.org) and in a **consistent manner**: framing should be consistent in color and material, if gallery wrap: all pieces should be presented that way, etc. All artwork must be signed. Photography must be numbered editions under 200. **Clearly mark the back of each piece with artist’s name, title and price.**
- Each 2D artist will be **limited** to the number of pieces allowed in their assigned wall display space based on the following guidelines:
 - If using **11x14 frames/stretchers**, 6 works will be allowed at one time
 - If using **8x10 or 9x12 frames/stretchers**, 8 works will be allowed at one time
 - If using **frames/stretchers smaller than 8x10**, up to 12 works will be allowed at one time

- There are a **limited** number of gallery-owned pedestals available to 3D artists, but additional artist-owned pedestals may be added. 3-D artists will be limited to 6-8 pieces depending upon size. Pedestals will be used by 3-D artists only.
- Artists **must** provide their own title cards (**business card size** with artist name, title of work, medium and price); a template is available upon request.

SET-UP

- Artists hang their own work for Small Works. Hanging is on these days ONLY: **Monday- 11/22** (11am-6pm), **Tuesday- 11/23** (11am-6pm). **Please plan your hanging time accordingly.** WAA reserves the right to limit pieces, remove artwork, or re-hang displays.
- Work should be displayed in a **professional manner** representative of the gallery's professional standards and guidelines.
- Each artist must **complete and submit** an **Inventory Form** list each artwork by title, medium and price (form is below). Please include your phone, email and website address and bring this on the day of drop-off/hanging.
- **Artists may not mark or damage the display panels, but WAA can provide hanging nails.** Each artist receives approximately 15 square feet of display space; approximately 6 inches is reserved for artist names- a display that WAA will provide. *Helpful hint:* bring your own hammer; we have only a few available in-gallery.
- You may fill your assigned exhibit space as you wish, but because **organized displays lead to better sales**, we encourage you to plan carefully. Please note that you are **required** to frame/present works in a consistent manner across your display.
- 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.
- WAA is not liable for lost or damaged work. WAA recommends all artists insure their work.
- As an artist sells work, the artist will be contacted to replace it. All replacement pieces must be entered into the Inventory List which is kept in-gallery **Tuesday through Friday (noon-4pm)**; see Gallery Director or Gallery Assistant to access the binder of Inventory Lists in order to add work. **No new work will be accepted on the weekend.**
- **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 (close of December 2021).
- 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,

- 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.

PICK UP

- **Unsold artwork collection will be on the following dates:** Wednesday- 12/22 (4pm-6pm) and Thursday- 12/23 (11am-4pm). **The gallery cannot store artwork after December 23rd.** 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.

2021 Small Works: Holiday

Inventory Sheet: Complete and Bring to Drop-Off/Hanging

Artist Name: _____

Phone Number: _____

Website: _____

Email: _____

Assigned Space #

Title Cards Rec'd

Bio/Artist Statement Rec'd

	TITLE	PRICE	MEDIUM	SOLD/PICK-UP DATE	PAYMENT DETAIL
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

NEW / REPLACEMENT INVENTORY – Start with Number 13...

	TITLE	PRICE	MEDIUM	SOLD/PICK-UP DATE	PAYMENT DETAIL
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					

	TITLE	PRICE	MEDIUM	SOLD/PICK-UP DATE	PAYMENT DETAIL
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					
41					
42					
43					
44					
45					
46					
47					
48					
49					
50					