



Wickford Art Association

Browse Bin Guidelines

for Juried Artists Members ONLY

The **Browse Bin** is another great way to sell your artwork in the gallery. Artists must be a **Juried Artist Member** and current on dues. Juried Artist Members may display up to **4** pieces of **original signed** artwork [*NOT a Gicleé (reproduction of original art)*]. Photographs must be signed and numbered in a series. Please read our guidelines below and contact the gallery with any questions.

ARTWORK MUST BE INDIVIDUALLY LISTED ON THE BROWSE BIN REGISTRATION SHEET AND PLACED IN THE BINDER:

Juried Artist Members may display no more than 4 pieces of work. Please print out, complete and submit the registration sheet with your artwork.

EACH PIECE MUST BE PROFESSIONALLY PREPARED:

Artwork **MUST** be properly matted, enclosed in a fitted sealed sleeve and **MUST** include Artist's Name, Title of Artwork, Medium, and **PRICE** visible on the back (email address - optional). All artwork submitted will be accepted at the discretion of the Gallery Director.

A PRICE STICKER MUST BE AFFIXED ON THE FRONT OF EACH SLEEVE:

Each sticker will include the **FIRST** and **LAST INITIALS** of the **ARTIST** with the **LINE#** which corresponds to the inventory line number listed on the registration sheet – as well as the **PRICE**. (Example – John Doe's pieces would be labeled **JD-1, JD-2**, etc. then add the **PRICE** below – see registration sheet for an example.)

INVENTORY:

Artists are responsible for rotating and replenishing their inventory and updating their inventory sheet **3 times** during the year – **April 30 / August 31 / December 31**. WAA is NOT responsible for lost, damaged or stolen artwork. Artwork left for more than **one** year will become the property of WAA.

PAYMENTS:

Artists will receive payment quarterly for all sales, minus a 30% commission to WAA. Sales will be recorded as they occur.

HELPFUL HINTS:

We recommend that specific locations in the artwork be identified.

Wickford Art Association BROWSE BIN Registration Sheet

JURIED ARTIST MEMBER – ONLY

Place sticker with
**First & Last
Initials**

FIRST NAME	LAST NAME
PHONE #	EMAIL ADDRESS

Juried Artist Member RULES – ONE ARTIST PER SHEET

LIMIT: 4 Pieces for 3 months

Each piece MUST be entered into the chart below

All Artwork MUST be:

- **ORIGINAL SIGNED ARTWORK** (no *Gicleés* or reproductions)
- **MATTED** and Individually sealed in fitted plastic sleeves.
- **ON BACK of Piece** – Title of Piece, Medium, Artist Name & Contact Information. Email optional.

NOTE:

- Artists are paid quarterly for sales
- Artwork **MUST** be rotated **3 times during the year – April 30 / August 31 / December 31***

* Artwork left over **one year** will become the property of the Wickford Art Association.

EXAMPLE



All Pieces MUST have a sticker on the FRONT that contains:

- Artist's First and Last Initial
- LINE Number (corresponding with chart below)
- Price

LINE #	SELLER INITIALS	DATE SOLD RECEIPT #	PRICE	DATE TO GALLERY	TITLE OF PIECE	MEDIUM	DATE ARTIST PICKED UP	ARTIST INITIALS
1								
2								
3								
4								

5								
6								
7								
8								

9								
10								
11								
12								

13								
14								
15								
16								