



Greeting Card Guidelines

for Juried Artists Members *ONLY*

Greeting Cards are another great way to sell smaller versions of your artwork in the gallery. Artists must be a **Juried Artist Member** and current on dues. Juried Artist Members may display up to **20** greeting cards in the gallery card rack. Please read our guidelines below and contact the gallery with any questions.

GREETING CARDS MUST BE INDIVIDUALLY LISTED ON THE GREETING CARD REGISTRATION SHEET AND PLACED IN THE BINDER:

Juried Artist Members may display **no more than 20** cards at one time. Please print out, complete and submit the registration sheet with your cards.

EACH CARD MUST BE INDIVIDUALLY ENCLOSED IN A SEALED PLASTIC BAG – WAA DOES NOT ALLOW PACKETS OF CARDS:

Each individual card **MUST** include Artist's Name, Title of Artwork, Medium, and **PRICE** visible on the back (email address - optional). All greeting cards submitted will be accepted at the discretion of the Gallery Director.

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

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 greeting cards. Greeting cards 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 cards be identified.

