



## 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 INVENTORY 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 – during Gallery business hours – so staff can update database.

### **EACH PIECE MUST BE PROFESSIONALLY PREPARED:**

Original 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 inventory 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**.

**NOTE:** 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 weekly 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.