



## 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 INVENTORY SHEET AND PLACED IN THE BINDER – DURING GALLERY BUSINESS HOURS:**

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 – during business hours so gallery staff can update the database.

### **EACH CARD MUST BE INDIVIDUALLY ENCLOSED IN A SEALED PLASTIC BAG – WAA DOES NOT ALLOW PACKETS OF MULTIPLE 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 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 cards be identified.