



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 8 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 8 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 Coordinator.

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:

WAA collects a 3% processing fee before calculating the commission on works sold: 20% for JAM members. Commissions are paid out the first of every month.

HELPFUL HINTS:

We recommend that specific locations in the artwork be identified.

Wickford Art Association BROWSE BIN INVENTORY SHEET



JURIED ARTIST MEMBER – ONLY

FIRST NAME	LAST NAME
PHONE #	EMAIL ADDRESS



Juried Artist Member RULES: One Artist Per Sheet

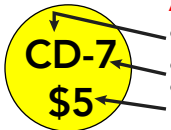
LIMIT: 8 ORIGINAL PIECES for 4 months

Each piece **MUST** be entered into the inventory sheet 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.

EXAMPLE



All Pieces **MUST** have a sticker on the FRONT that includes:

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

NOTE: 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.

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								