



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 with a minimum price of \$8.00.. Please read our guidelines below and contact the gallery with any questions.

REETING 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 Coordinator.

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:

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 cards be identified.

Wickford Art Association GREETING CARD INVENTORY SHEET



JURIED ARTIST MEMBER – ONLY

FIRST NAME	LAST NAME
PHONE #	EMAIL ADDRESS



Juried Artist Member RULES – ONE ARTIST PER SHEET

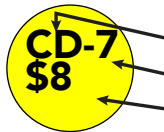
LIMIT: 20 Greeting Cards for 4 months

Each card **MUST** be entered into the inventory sheet below

All Greeting Cards **MUST** be:

- **LABELED ON BACK of Card** – Title, Medium, Artist Name & Contact Information. Email optional
- **INDIVIDUALLY WRAPPED** in plastic sleeves – **NO multi-packs**

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



- Artist's First and Last Initial
- LINE Number (corresponding with chart below)
- Price (MIN is 8\$)

NOTE: Artwork **MUST** be rotated 3 times per 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 Card	Medium	PickUp Date	Artist Initials
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								