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.

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 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.