



Warwick Center for the Arts Group Show Information

Exhibit Dates

Exhibits are held every 4 – 8 weeks. There are three juried exhibits each year, one in the spring, one in the fall, and one around the holidays. There is limited space for group shows.

Installation

A minimum of 40 pieces of art is necessary to fill the walls of the gallery. Depending on the sizes of images, the number of pieces may exceed or be less than this number. A group show must provide enough art to adequately fill the gallery space.

The group is responsible for hanging the show. WCFA staff is available for assistance. Installation occurs Saturday Mornings from 9am – 12pm, while WCFA is closed.

Professional presentation is highly valued: all works must be wired and ready to hang. Artwork with clips, saw-tooth hangers, or loops will not be accepted for this exhibition. Installation time is limited, so artwork must be properly prepared to hang prior to its arrival at WCFA.

WCFA has a limited number of pedestals (varying in size) without plexi-glass tops available. An inventory of pedestals is available.

Art Group Contact

Art Groups must appoint a contact person who will serve as the communication line between Art Group and WCFA. The contact person is responsible for sending WCFA all required information in one email. For example, Artist Agreement and Artwork Submission Forms, Artist Statements, and JPEG Images. For Marketing Purposes the Art Group Contact is also responsible for providing WCFA with an Artist Spreadsheet which should include the following info for every artist; artist name, address, city, state, zip code, phone, email, and number of pieces in exhibit.

Art Submissions

The group is responsible for developing the theme and title of the exhibit.

Artists will be provided with three forms: **Artist Agreement**, and **Artwork Submission**. All forms must be completed before drop off of any artwork.

Specific dates and times will be designated as Art Drop Off and Pick Up dates and times.

Reception

Artist receptions are held Thursday evenings, 6:00 – 8:00 pm

WCFA has the following supplies available for use during an artist reception:

- Two 6 ft. long buffet tables
- Two taupe tablecloths for tables
- cocktail napkins (4 packages)
- Clear plastic beverage cups (50-75)
- Smooth jazz CD for soundtrack

WCFA provides the following beverages:

- Large dispenser with still water & lemons
- Selection of sodas (1 Diet Coke, 1 Regular Coke, 1 Ginger Ale, 2 Flavored Seltzers)

IMPORTANT: According to RI State Law, alcohol can only be served by tip-certified pourers. WCFA can provide a tip-certified pourer at an additional cost.

For group shows, the artists are encouraged to make their own food and have friends bring dishes. As a non-profit with a very limited budget, our board usually donates finger foods to our exhibit openings and we try to keep things simple.

WCFA Finger Food Suggestions:

- Platter of Grapes, Cheddar Cheese, Crackers OR Platter of Grapes, Spreadable Cheese, Crackers
- Platter with Multi-Layered Dip & Chips or Fritos
- Platter of Humus & Carrots, Celery, Breadsticks, etc.
- Platter of Chocolate Brownies (2 dozen)
- Platter of Cookies (or another sweet)

Outreach

WCFA encourages community outreach programs to engage the community in the exhibit. Artist talks, demonstrations, workshops, etc. can be arranged during gallery hours.

Insurance

WCFA carries a limited amount of property insurance for artwork in exhibits; the artist is responsible for the value of artwork that exceeds the terms of the insurance coverage. Valuation is based not on the listing price, but on an independent appraisal (paid by the artists). Insurance claims must be filed in writing within 10 days of any damage or loss or within five days after its removal from the building; claims must include two sales receipts from comparable works.

The artist is the sole creator of each item submitted and agrees not to hold WCFA, its agents, jurors or sponsors, the City of Warwick or any other person(s) connected to this exhibit responsible in damage or theft. The artist is also responsible for transportation and primary insurance for artwork submitted, other than what may be covered by WCFA insurance.

Fees/Commissions

A \$400.00 donation will be made to WCFA to cover the overhead costs of the Artist Reception and exhibit run time.

The artist will earn a 60% commission on the retail sales price of each item; WCFA will retain 40% of the retail sales price of each work. Net payments will be made to all artists after the exhibit has closed, WCFA has been paid in full from the buyer, the buyer has taken possession of purchased goods, and the artist has signed off on receipt of unsold artwork.

All original framed artwork and limited addition prints sold are tax free according to RI State Law. (WCFA) is required to charge RI State Tax (7%) on prints produced in mass quantity.

PR/Marketing

All artists retain copyrights to their artwork. However, WCFA is authorized to reproduce any items submitted for exhibits for promotional purposes as indicated on the Artist Agreement and Marketing Support Form.

Artists will give WCFA an artist statement to be included in a Gallery Book, which WCFA assembles. Artists will also supply WCFA with a high-resolution (300 dpi) JPEG image of each artwork in the exhibit.

Artists are to sign the Artist Agreement and Marketing Support Form which gives WCFA permission to use the artist's name, hometown, and photos of work for its marketing efforts for this exhibit including (but not limited to) press releases, website and email promotions, calendar listings, social media posts, and print ads.

The group is responsible for the creation and print of any postcards and posters. WCFA can use a digital version of the postcard/poster for its marketing efforts.

All marketing materials must be given to WCFA three weeks before the opening of the exhibit. Materials given to WCFA in less than three weeks time may result in ineffective marketing.

WCFA Group Exhibition Application

Art Group: _____ # of Artists: _____

Exhibit Name: _____

Exhibit Dates: _____

Art Group Contact Information:

Contact Name: _____

Contact Phone: _____

Contact Email: _____

Brief Description of Proposed Exhibit:

Art Group Mediums:

Painting Drawing Photography Digital Imaging Mixed Media Sculpture
 Ceramics Other: _____ Other: _____

Exhibit Information:

Does your exhibit require pedestals? Yes _____ No

Will you be holding special events during your exhibit? Yes _____ No

If so, what kind of events? _____

Will you be serving alcohol at your opening reception? Yes No

Thank you for your interest in the Warwick Center for the Arts for your Group Exhibit! Please email this application to our Director, Taylor Terreri for review. WCFA will contact you as soon as it has been reviewed.