



ARTIST EXHIBIT GUIDELINES

Please review the following guidelines **before** submitting your artwork.

Entry fees

Entry fees are nonrefundable and are to be paid at the time you submit your artwork and application. Fees vary by exhibit and are specified on each Call for Artwork document. Members receive discounted fees.

Eligibility

Works must be original and recently completed works; previously submitted works will not be accepted. Each exhibit may have specific themes or designed for specific audiences. Please read the call for art submissions for more detail.

Preparing your artwork for the exhibit

WCFA staff is not responsible for cleaning, wiring, or touching up your artwork. All mats must be clean, glass undamaged. If your frame is dented, scratched, or otherwise damaged, it will not be accepted into the exhibit. An Artists Agreement Form must be completed, signed and dropped off with your artwork.

Hanging Requirements

All artworks must be wired and ready to hang; our hanging system does not allow for hanging with clips, sawtooth hangers, or loops - **please wire your framed artwork prior to drop off.**

Art Sales

Artists will receive a commission on their original artworks and prints sold during the exhibit, and ten days following. WCFA will handle the processing of payment and delivery to the buyer. Exhibiting artists receive 60% commission on their artwork and prints sold, current Warwick Center for the Arts Members receive 70% commission. Payments will be made to the 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 the receipt of unsold artwork. All original framed artwork and limited edition prints are sold tax-free according to RI State Law.

Insurance

WCFA carries a limited amount of property insurance for artwork in each exhibit. 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 artist). 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.

All artworks and additional inventory must be picked up by the deadline specified on each exhibit call for artwork. WCFA has limited storage space, and works left behind risk being damaged. Please note that artwork not picked up **after 90 days will be considered a donation** to Warwick Center for the Arts.