

## WURTSBORO ART ALLIANCE

### *Mission Statement:*

*To encourage and further develop visual art activities in the area with the emphasis on drawing, painting, ceramics, sculpture and photography.*

### **Featured Artist Exhibit Policy**

#### **Selection Process**

The Wurtsboro Art Alliance (WAA) Exhibition Committee will send a Call for Featured Artists to Wurtsboro Art Alliance (WAA) members for the upcoming year. If members have already exhibited in the current year, preference will be given to other members first. Members must be current in their membership fees for the year in which the exhibition will be taking place. Interested members will complete and submit a Featured Artist Exhibition Application no less than 2 months before proposed date. The Exhibition Committee reserves the right to make final decisions regarding Featured Artist exhibitions. Selected Featured Artists will be required to sign an agreement and pay the required fees prior to the beginning of their exhibit. Artists have use of the floor and wall space in the rented room(s) and provide removable print racks and card racks . Artists may also take the opportunity to offer a demonstration during regular gallery hours.

#### **Fees and Sales**

Artists have the option of renting either the Lower Gallery, Upper Gallery, or combination of both. There is also availability of individual walls, to be determined as requested. Fees are as follows:

Lower Gallery	\$130
Front Gallery	\$110
Cleaning Deposit (refundable)	\$ 40

#### **ADVERTISING**

The WAA will reimburse the artist 50% of advertising costs. Reimbursement will not exceed \$60.00.

Fee schedule: \$50 nonrefundable within 10 days of approval of exhibit by Exhibition Committee . Balance of fees due two months prior to start of show

Any additional publicity created by the artist(s) must be approved by the Exhibition Committee in advance of publication. Signs publicizing the exhibit at the WAA building are to be hung by the Exhibition Committee only.

The cleaning deposit will be refunded once the Exhibition Committee determines that the garbage from the reception has been removed, the floors have been cleaned, the refrigerator cleared of the Featured Artists items at the end of the exhibit, and the art has been picked up.

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In addition to the above fees, there is a commission of 20% on sales to be kept by the WAA. All sales are written up on WAA Sales Receipts which are deposited with the money into the cashbox with Sales Receipt attached. Sales Tax is included in the selling price of each artwork. The artist is responsible for paying this sales tax to NY State. Featured Artists can expect to receive a check from the WAA for their sales minus the 20% commission within 10 days of the end of the exhibit.

### Gallery Sitting

Featured Artists are required to gallery sit for the entire length of the exhibit during WAA's routine gallery hours. (Additional gallery hours are available upon approval of the Exhibition Committee.) These hours are: Saturdays and Sundays from 12pm - 4pm. Gallery sitting includes handling sales of any items displayed in the building in addition to Featured Artists' work. Featured Artists may request other WAA members to help out with art sales during their exhibit reception.

### Insurance Waiver

Featured Artists will hold the WAA harmless for any damage to or theft of works on exhibit.

### Publicity Releases

There is a timetable that will be provided to Featured Artists that lists what information is needed by what dates. This will include artist's bio, artist's statement, photos of work, press release, etc.

The WAA keeps a list of the local media where press releases get sent routinely. If Featured Artists have additional addresses they wish to add to this, they are required to submit them to the Exhibition Committee at least 6 weeks prior to the start of the exhibit. Any publicity initiated by the Featured Artists must be approved by the Exhibition Committee beforehand.

### Reception Guidelines

Exhibitors are to provide table coverings, paper goods, and all food at their own expense. Receptions must be held on the 1st or 2nd Saturday or Sunday of the month and hours must cover at least the 2-4pm time range.

### Installation and Removal of Artwork

Artwork is to be installed during the week beginning on Monday after the end of the previous exhibit. Printed labels are to be installed next to the art works. Or, art works are to be numbered and a list of titles, medium, artist, and price by number is to be available for the public. Artists are responsible for any damage to walls due to adhesives, tapes, or other hanging material. Art is to be removed by the Monday after the end of the Featured Artist Exhibition. Artwork not removed or left after that date will become property of the Wurtsboro Art Alliance.

**WURTSBORO ART ALLIANCE**  
**FEATURED ARTIST EXHIBITION APPLICATION**

(Application deadline is 2 months before proposed exhibit date)

Exhibitor(s): \_\_\_\_\_

Address(es): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone/Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Desired month (in preference order): 1)                      2)

Reception Date & Time:                      \_\_\_\_\_ 3) \_\_\_\_\_

Exhibit Name/Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Demonstration Date/Time (if applicable): \_\_\_\_\_

I (We) have read the policy information and accept responsibility for compliance with the procedures and timetables regarding the use of the exhibit space at the Wurtsboro Art Alliance, 73 Sullivan Street, Wurtsboro, NY 12790. I (We) understand that insurance for exhibited works is not held by the Wurtsboro Art Alliance. We hold the Wurtsboro Art Alliance harmless for any damage to or theft of works on exhibit.

\_\_\_\_\_  
SIGNATURE    PRINTED NAME    DATE

\_\_\_\_\_  
SIGNATURE    PRINTED NAME    DATE

\_\_\_\_\_  
SIGNATURE    PRINTED NAME    DATE

WURTSBORO ART ALLIANCE

Date signed agreement received by Exhibition Committee: \_\_\_\_\_

Received by: \_\_\_\_\_

The following is authorized by Wurtsboro Art Alliance:

Featured Artist Month: \_\_\_\_\_

Exhibit Dates: \_\_\_\_\_

Reception Date and Time: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE                                      PRINTED NAME                                      DATE

Date Signed Copy given to Featured Artist(s) \_\_\_\_\_

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**Reminders for Featured Artists Show**

Due in Advance:

\_\_\_\_\_ Signed Agreement

\_\_\_\_\_ \$50 nonrefundable deposit within 10 days of approval by Exhibition Committee

\_\_\_\_\_ Current Membership

\_\_\_\_\_ Bio along with 1-3 photos (jpgs) representative of their work for promotional purposes

Due Two Months Prior to Beginning of Exhibit:

\_\_\_\_\_ Exhibit Fee and Cleaning Deposit

\_\_\_\_\_ Artists Statement

\_\_\_\_\_ Written press release (Wurtsboro Art Alliance reserves the right to edit this)

\_\_\_\_\_ 3 photos (jpegs) to accompany press release

\_\_\_\_\_ Additional gallery hours specified if applicable

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**Featured Artist Reception Guidelines**

Receptions are to be held during regular gallery hours unless prior approval is received by the Exhibition Committee.

Tables used for the reception must have table covers on them.

All trash from the reception must be removed by the artist(s) at the end of the day.

Below is a list of the Wurtsboro Art Alliance routine reception items:

Cheese and crackers

Fruit platter

Cake

Cookies

Chips, pretzels

Soda, seltzer

Wine

Softgoods: cups, napkins, forks/spoons if needed