

Rules to participate in the Community Art Chest

1. All Artists' must be a current member of WCAA.
2. All artwork must be in good condition. You **can not** use the saw hooks to hang your pictures. They must have a wire going from side to side.
3. No artwork is to consist of nudity, political and/or religious content. Please be aware of what business you are hanging your work in.
4. All artwork must be delivered to their locations at the specified time on the specified day. This schedule is designed so that the spaces available are ready for you to place your work at your scheduled time. All our galleries run for a 2 month period of time. They always start and end on the even months. You always pick up your work on the first Friday of the even month. You deliver our work on the Monday after that first Friday.
5. The inventory sheet must be completed and copied. You will sign the copy you give to the business and they in turn will sign your copy to take with you. This is your proof that you dropped off a certain amount of pieces. When you pick your work up, bring your copy with you and have them sign it saying you picked up that amount of pieces. Do the same for their copies. I know it is a pain but **if a piece goes missing; it is your responsibility to locate it.**
6. If you cannot deliver your artwork at the specified time, you are REQUIRED to call the contact person listed on your information sheet to make other arrangements. You CANNOT just show up when you feel like it. These are places of business and as such we need to be aware of their schedules. In your packet there is a sheet listing the name of each business contact person and his/her phone number.
7. If you are unsure of where to place your artwork, please ask someone (the contact person is a good place to start) for help. If you still cannot figure out where to put it, please call me. I am here to help.
8. I have enclosed I.D. tags to use. Please be sure to fill in your name, phone number and inventory number. You may place these tags on the front corner of your work only. People have noticed them and it has helped to increase our sales. Just photocopy the sheet onto cardstock and cut it out.
9. If you have any problems, please contact me at 570-253-7858. If you are unable to hang the exhibit call me early enough (at least 1 week prior) so that I can find someone to fill in your spot.
10. You must carry your own insurance on your artwork. I have been told that your homeowners insurance should cover it. Call your insurance agent to verify. WCAA assumes **NO** liability for any theft, loss, fire or destruction to any exhibited artwork.

11. When you sell a piece of artwork, you must pay the WCAA a 5% commission on your sales. This is what enables us to offer this program. All checks are to be payable to the WCAA.
12. All artists must complete and sign the enclosed contract and return to
WCAA,
742 Main St,
Honesdale, PA 18431
13. The artist gives permission to photograph artwork for publicity and educational purposes.
14. By signing this contract, the artist acknowledges our understanding and agreement with The Wayne County Arts Alliance exhibition policy and requirements.

Artist's Signature: _____

Chairperson Signature: _____

**Failure to follow the above rules will result in your removal of the
Community Art Chest**

Thank you, Committee Chairperson Agnes Keough

Wayne County Arts Alliance

742 Main Street, Suite 201, Honesdale, PA 18431 570-253-6850
Email wcaa@waynecountyartsalliance.org Website www.waynecountyartsalliance.org