



_____ Panel _____
 _____ 2nd Panel Paid \$ _____
 _____ 3rd Panel Paid \$ _____
 _____ Volunteer Hours Scheduled _____

_____ Please print your name _____

Immediately after your panel is assigned, leave this form at desk so your labels can be printed while you hang your work.

Panel #	Title	Medium	Size (inches)			Type			If Edition		Price Or NFS
			H	W	D	Original	Edition	Unlimited	# of	total edition	

Sales

On any regular artwork sale, BWAC will take a 25% commission with a \$20 per piece minimum commission. Artwork is usually taken by the buyer at the time of sale. We will attempt to notify you to bring in a replacement piece.

Auction Work:

You will receive 25% of the selling price on all pieces sold.
 If your regular retail price is between \$50 and \$100, choose AFFORDABLE; the Minimum Bid/Take-It-Now prices will be \$30/\$100
 If your regular retail price is between \$100 and \$150, choose LOW; the Minimum Bid/Take-It-Now prices will be \$50/\$150
 If your regular retail price is between \$150 and \$450 choose MID the Minimum Bid/Take-It-Now prices will be \$100/\$450
 If your regular retail price is between \$450 and \$800, choose HIGH the Minimum Bid/Take-It-Now prices will be \$250/\$800
 If your regular retail price is over \$800, choose PREMIUM; the Minimum Bid/Take-It-Now prices will be \$500/\$1500

Title	Medium	Type	Edition #	Minimum Bid (circle one for each piece)				
				\$30	\$50	\$100	\$250	\$500
_____				\$30	\$50	\$100	\$250	\$500
_____				\$30	\$50	\$100	\$250	\$500

BWAC does not have art insurance. **All work is exhibited at the risk of the artist.**
 Make certain your work is securely installed. Get a personal insurance policy if you want any protection whatsoever. **BWAC will not be held responsible for loss or damage.**

All work not picked up by August 27, 2017 becomes the property of BWAC and will be disposed of as BWAC sees fit.

By submitting these works to exhibit, I agree to all the rules and restrictions covered above and presented in the acceptance letter that I have read and understand.

Exhibitor's Signature _____ Date _____
 I have picked up all remaining works. _____
 Exhibitor or Agent's Signature _____ Date _____

Artwork Guidelines

The actual individual pieces to be exhibited will be selected in consultation with the Show Chairs. The final decisions will be made by the show chairs. Keep in mind that the theme for this show is extremely flexible. The works will be selected to complement each other, to present a unified body of your work, and to provide focus and balance to the entire show. The unified feel will make each work look better. The center (themed) aisles will generally have only one row of artwork - so plan accordingly if you want to be in this section.

1. We encourage you to edit your work in advance to a few well-chosen works that hang together as a whole. In most cases, less is more. If you bring in too much work the show chair will have to edit it for you!
2. Framing should be the same, or compatible to hold the panel together. Works on paper should be framed and all works should be professionally presented.
3. If you have a single work that is over 82" in height (108" Max) or width, or 82" wide (168" Max), please request an oversized panel in advance. Send an image and artwork size to Anujan (anujanek@aol.com). This allows a space for a 7" border (left, right and top) and 9" on the bottom of all panels. The assembled works should be centered on 59" (top of top + bottom of bottom = 118)
4. You may attach a business card holder to your panel at Installation, or you will have the opportunity on Artists' Proof Day, Sunday, July 23rd. BWAC has a supply of holders that you may use. Only BWAC-approved business card, post card and address books should be used. The card holders should be on the right, 59" above the floor. The address book should hang on the right side of the panel.
5. There should be no extra signs, reprints, etc. on the panel. Use the black binders to supply further information.

BWAC has the final decision on what, where and how much can be exhibited. BWAC reserves the right to move or even remove work to make the overall show a better exhibit. We are here to help each other.

Registration/Installation Procedure

First come, first serve on the specified Registration dates in the acceptance letter.

The Registration process has five steps:

1. Enter the second floor from the IKEA side (through the iron gates) and sign in at the small desk at the door (Station 1); get a queue number and an Artwork Registration form (if you need it). Fill out the form.
2. Bring your completed Artwork Registration form and sign up or confirm your volunteer work schedule at the desk in the center aisle (Station 2). The Registration Volunteer will initial your form and give you a printout of your scheduled hours.
3. Take your artwork and form to Station 3 at Bay 100 center aisle and wait for your queue number to be called.
4. When your queue number is called, you will present your artwork to the Show Chairs (Station 4). They will select which of your pieces to exhibit, assign you a panel, and initial your form.
5. Hand in your form to the front desk (Station 5) **before** you hang your work. The Registration volunteers will prepare your labels while you hang your work and give them to the Hanging Supervisor (often a Show Chair).

The Installation process:

1. Install your work at the assigned location, following the guidelines outlined above.
2. If you like, you can put up your business card holder (generally available from a work/tool table) and guest book.

The Panel Approval process:

Your work must be approved by the Hanging Supervisor before you leave the Pier. When you have completed your hanging/installation, find the Hanging Supervisor (often a Show Chair) who will review your installation and give you your labels if satisfactory. If the Hanging Supervisor does not have your labels at the time your panel is approved, you can either a) wait for them to be ready (**do not ask the desk when they will be ready**) or b) identify your works so that someone can hang your labels for you. We strongly recommend that you return on Artists' Proof Day, Sun July 23rd, to confirm that everything on your panel is satisfactory, particularly if you had someone else hang your labels. **No** labels will be reprinted on Opening Day.