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*NAME*

\_\_\_\_\_ Panel(s)

\_\_\_\_\_ 2<sup>nd</sup> Panel Paid \$ \_\_\_\_\_

\_\_\_\_\_ 3<sup>rd</sup> Panel Paid \$ \_\_\_\_\_

\_\_\_\_\_ Volunteer Hours Scheduled

**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
			V	H	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

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

**All work not picked up by October 22, 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, Marilyn and Miguel. The final decisions will be made by the show chairs. 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 mkiss@wagner.edu. 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, September 17th** between Noon and 3pm. 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. Other than the Narrative, there should be no extra signs, reprints, etc. on the panel. Please email your narrative information per the Acceptance Letter. You may use the black binders to supply further bio or artist 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

\*follow the directions outlined on the acceptance letter and note below

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. Adding your printed Narrative adds an Interactive dimension to your works.

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. You may pick up your printed Narrative that was submitted in advance by email. 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 Sept 17th, Noon-3, 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.

- Artist's Reception and Opening Day is Saturday, September 23rd 1 p.m. to 6 p.m.
- Members Meeting is Sunday October 15<sup>th</sup>, 5:30 PM
- Artist's Take Down Fall Show: Sun October 15th, 6:30-7:30PM, Thu October 19th, 4:00-7:30PM, Sat October 21, noon – 3:00PM\*, Sun October 22, noon - 3:00PM\*\*

\*(work is off the wall as of as of Saturday, Oct 21, at 3PM.)

\*\*Works left after Sunday, October 22<sup>rd</sup>, become the property of BWAC, and will be disposed of as BWAC sees fit.

**PLEASE GET POSTCARDS ON YOUR WAY OUT  
TO DISTRIBUTE TO FRIENDS, FAMILY AND YOUR NEIGHBORHOOD STORES.**