

Name _____



_____ Panel(s) 1st Panel Paid \$ _____

_____ 2nd Panel Paid \$ _____

_____ Work waiver(s) Paid \$ _____

_____ # Hanging Paid \$ _____

_____ Volunteer Hours Scheduled

After your panel(s) is/are assigned, leave this form at desk so your labels can be printed.*

Panel #	Title	Medium	Size (inches)			Type			If Edition		Price Or NFS
			H	W	D	O r i g i n a l	E d i t i o n	U n l i m i t e d	# of	total edition	

Sales
 On any regular artwork sale, BWAC will take a 30% commission with a \$20 per piece minimum commission. The buyer usually takes artwork at the time of sale. We will notify you that something has been sold and ask you to bring in replacement artwork.

IMPORTANT:
 BWAC does not have art insurance. **All work is exhibited at the risk of the artist.** Make certain your work is securely installed. Please check your work and labels on Proof Day May 5. Please get a personal insurance policy if you want any protection. **BWAC will not be held responsible for loss or damage.**

NO ARTWORK WILL BE REMOVED ON CLOSING DAY (July 7) in order to facilitate you returning the panel to its original condition. All work not picked up by Sunday, July 14th 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, Anna Hagen and Joe Banish. The final decision(s) will be made by the show chair(s). The works will be selected to complement each other, to present a unified body of your work, to provide focus and balance to the entire show. The unified feel will make each work look better. The center (themed) aisles may 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. All work should generally be hung 59" on center.
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 banishart@gmail.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, May 5** between 1 and 5 pm. BWAC has a supply of holders that you may use. Only BWAC-approved business card, post card and address books should be used. The cardholders 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. You may use the member binders to supply further bio or artist information. We encourage all members to keep their binder info updated.

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/Installation process has six steps:

1. Enter the second floor from the IKEA side (through the iron gates: sign in at the desk at the door (**Station 1**); confirm your scheduled time, get a queue number, get Forms *if Needed* (Membership form if needed and/or Art registration form). Fill out the form(s) at Station 2.
2. Bring your completed Artwork Registration form (and Membership forms, if needed.) and sign up or confirm your volunteer work schedule at the desk by Panel 200/201 (Station 3). The Registration Volunteer will initial your Artwork Registration form and give you a printout of your scheduled hours. The Membership (problem) desk is here too.
3. Take your artwork and form to Station 4 at Bay 200 aisle, and wait for your queue number to be called. When your queue number is called, you will present your artwork to the Show Chairs (Station 5). They will select which of your pieces to exhibit, assign you a panel, and initial your form.
4. Hand in your form to the front desk (Station 6) **before** you hang your work. At this point all payments are due and payable at the desk. The Registration volunteers will prepare your labels while you hang your work and give them to the Hanging Supervisor.

The Installation process:

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

The Panel Approval process:

*The Hanging Supervisor must approve your work 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, if satisfactory, may give you your labels if they are ready. 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 your Artists' Proof Day, Sunday, May 5**, 1-5 pm, to confirm that everything on your panel is satisfactory, particularly if you had someone else hang your work/labels.

No labels will be reprinted on Opening Day.

- Artist's Reception is Saturday, May 18, 1 p.m. to 6 p.m. (note this different than opening day, May 11)
- Artist's Take Down for Spring Show: **NO ARTWORK WILL BE REMOVED ON CLOSING DAY** in order to facilitate you returning the panel to its original condition. Removal dates are: Saturday, July 13, 1-6 pm and Sunday, July 14, 1-5 pm.

**Work is off the wall as of as of Sunday, July 14, by 4 pm. Panel restoration complete by 5 pm.

**Works left after Sunday, July 14, 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.**