

**WAUPACA COMMUNITY ARTS BOARD (WCAB) DBA
WAUPACA COMMUNITY ARTS CENTER (WCAC)
APPLICATION FOR JURIED GALLERY SPACE**

Name: _____ DBA: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____

Email: _____ Website: _____

Medium: _____

Number of Items: _____

Display Choice (circle one): Wall Mounted Store Case Personal

The Jury Committee meets the 1st Tuesday of the month at 9:15 a.m. This form plus DIGITAL photographs or slides of your work must be emailed to info@waupacaarts.org or mailed, or dropped off at 200 N. Main St, Waupaca, by the Saturday before the 1st Tuesday. Presently hours are Tuesday – Saturday (10 – 4:30). If you cannot provide slides or digitals and need to bring your work in, please contact Bev Crane at 715-258-3741. She will let you know where to bring them and when. You will get a response within one week of the Jury Committee meeting.

The arrangement for consignment should be chosen from ONE of the following. You may change this by contacting WCAB (Jane) one month prior to your change and by signing a new agreement:

_____ Working Artist: Works ½ day per month (4 hrs) + 30% commission

_____ Non-Working Artist: Straight 50% commission

_____ Non-Working Artist Option: 30% commission + \$25 per month rent payable on 1st day

General Rules that apply to artists and will be on your agreement form:

- WCAC Gift certificates are available to customers and will be treated same as cash.
- Sales tax will be collected by WCAC but artists are responsible for paying sales tax.
- WCAC will allow use of credit card machine for payments.
- An inventory of all items will be required and you must tag pieces according to WCAC wishes.
- Commission is paid by the 20th of the month following the month sales were made.

Advertising: There will not necessarily be any special advertising of any artist. If you want any, please discuss possibility and payment with WCAB (Jane).

I understand that I will have to insure my own articles and I acknowledge the WCAB DBA WCAC, its volunteers, board of directors, and employees will not be responsible for any damage or losses of items during display or left at WCAC before or after display.

Artist Signature: _____ Date: _____

WCAB Jury Approval Signature: _____

A formal agreement for the display must be signed after clearance with jury committee. Rent, if applicable, is due the 1st of the month your display starts. Rent is due each month if that is your option. You may pay rent by check made out to WCAB or with a VISA or MASTERCARD. Once you are approved, you must give one month notice prior to leaving the gallery. No articles may be displayed for more than six months. Jury has the right to refuse individual pieces.

INSTRUCTIONS FOR ARTISTS SUBMITTING WORK TO WCAC

WAUPACA COMMUNITY ARTS PHILOSOPHY

The Waupaca Community Arts Board is dedicated to encouraging creativity in all aspects of life, and at all levels. We realize that simple creative endeavors are not only the roots from which great artists grow, but also the basis for groundbreaking innovation and problem solving in science, technology and business.

The Waupaca Community Arts Center is a concrete expression of this philosophy. The Center is first a group of dedicated people working to make this expression tangible. The second component is the physical space of the Center. It is divided into three sections, each representing an important level of creativity.

The workshop area is designed to encourage creativity at a basic level. By offering classes in basic arts and crafts to children and the general public, we hope to promote an appreciation of creativity and aesthetics in people of all ages, all levels, and in all walks of life.

The studio area is designed for arts and/or crafts people who have matured in their media to the point where they can offer their expertise and love of creative expression to the general public.

The gallery space is designed to highlight truly fine arts. It is intended as a showcase for artists who have displayed a rare quality beyond the usual, whose work is original and distinctive either in its uniqueness and aesthetic quality, or as a revival or new approach to a lost art.

Because the Waupaca Community Arts Center is an expression of this three level philosophy, and because of the limited space in the gallery, the WCAB jury committee reserves the right to choose which artwork will be displayed in the gallery. Some of the criteria we use in our choices are: quality of artwork, diversity of media within the gallery, space available, thematic compatibility, and whether an artist's work is appealing to customers and the general public. (Although this last criterion may seem crass, marketing artwork is an important aspect of serving the creative community).

**PROCESS FOR SUBMITTING WORK TO THE WAUPACA
COMMUNITY ARTS CENTER
GALLERY**

1. Obtain an application from the Waupaca Community Arts Center, fill it out and leave it at the Center with a note as to how and when you plan to submit your work.
2. Submit work for the jury committee to review. We prefer and encourage artists to submit slides or pictures of their work rather than the actual pieces. You can mail pictures or slides to
WCAB Jury Committee
200 N Main
Waupaca, WI 54981
or email them to info@waupacaarts.org.

The jury committee meets at 9:15 AM every 1st Tuesday of the month. If it is absolutely necessary to bring your artwork to the gallery, we ask that you bring it in the Friday or Saturday before the meeting, or by 9:15AM the morning of the meeting, and pick it up that afternoon. We cannot be liable for artwork left at the gallery for the purpose of review. You will be notified by letter or phone within a few days of the jury committee meeting.

The jury committee is responsible not only for choosing work but also for display, layout and the overall aesthetic quality of the gallery. We therefore reserve the right to require certain standards in such things as mounting, framing, labeling and placement.

3. If your work is selected, an Arts Board member will contact you by phone to arrange for you to bring and inventory your work. Although the jury committee has ultimate say in how and where work is displayed, we encourage artist input in the process. When you bring in your work, you will be asked to sign a consignment agreement that will give you a number of consignment options ranging from 30% to 50% of sales price.
4. Consignment agreements currently run for a minimum of two months. At the end of this period the consignment agreement may or may not be automatically extended depending on sales, number of pending artists, space available and thematic compatibility. After this period you may also be asked to pick up some but not all of your artwork, or to refresh your work by changing the offerings.