

"HIP TO BE SQUARE"

WOMEN PAINTERS OF WASHINGTON GALLERY
JANUARY 10TH, 2023 – APRIL 7TH, 2023

Show Chair - Diana Grant - dianagrants3@hotmail.com

Gallery Manager - Julie Fisco – jfisco@comcast.net

DEADLINE FOR ENTRY – December 3rd, 2022

The easiest theme of the year! Work and frame just need to be in a square format.

Artist: _____

Address: _____, WA, Zip Code _____

Phone: _____ E-mail address: _____

Work on committee is not required for the new members first show

Committee I have served on within the past two years _____

I have read the below terms and conditions and agree to abide by them. It is hereby understood and agreed by me, the Exhibiting Party, to hold harmless Women Painters of Washington, and the Facility at which we are exhibiting, for any loss or damage of my artwork, while showing at this venue.

Artist's signature

Date

To enter the show email Diana Grant – dianagrants3@hotmail.com

It is important to let Diana know so that your name is on the participants list

By December 3rd , you need to pay the entry fee, send label info and images

_____ Pay the \$30 entry fee on the WPW website. www.womenpainters.com (login is wpwartist)

_____ Email label information to Judith Marshall -- iridian@timark.net Square Labels in the subject line

Artist name, Title, Medium, HxW, price

_____ Email your images to wpwimages@gmail.com photo file name saved as First name-Last name-title-medium-HxW-price.jpg Hyphen between all words. No special characters in the file name. No \$ with price or periods except before jpeg. Images should be 72 ppi and **no more than 900 pixels high**.

_____ The calendar for gallery sitting days will be sent out after the show deadline. Plan to work 3 days during the run of the show. Depending on the number of participants, it may be just two days

We plan to be open Tuesday – Friday 11am – 3pm during the show

January 7th

Deliver paintings 12pm - 1:00 p.m. (Show will be hung January 9th and open January 10th)

April 8th

Pick up unsold work 10am – 12pm

Inventory – print and tape to front of your painting – label info also needs to be on the back

It is fine to enter one or two if that is what you have for the show.

ARTIST _____

TITLE _____

MEDIUM _____

FRAMED SIZE _____ H X _____ W

PRICE \$ _____

ARTIST _____

TITLE _____

MEDIUM _____

FRAMED SIZE _____ H X _____ W

PRICE \$ _____

ARTIST _____

TITLE _____

MEDIUM _____

FRAMED SIZE _____ H X _____ W

PRICE \$ _____

ARTIST _____

TITLE _____

MEDIUM _____

FRAMED SIZE _____ H X _____ W

PRICE \$ _____

ARTIST _____

TITLE _____

MEDIUM _____

FRAMED SIZE _____ H X _____ W

PRICE \$ _____

ARTIST _____

TITLE _____

MEDIUM _____

FRAMED SIZE _____ H X _____ W

PRICE \$ _____

Delivery Day

Sign the Gallery Contract and make a copy for yourself. Label all work on the back and on the front. Bring the contract and inventory page along with your business cards, bio pages and artwork on **Saturday, January 7th, 2022 from 12 to 2pm.**

You can also bring unframed work for the Art Bins and greeting cards.

Deliver to the Columbia Center Tower on Columbia Street between Fifth and Fourth Avenues. Pull into the building loading dock driveway, (first driveway on your left). Identify yourself to security as delivering for the WPW Gallery. We recommend you make arrangements with fellow artists to share the task of delivery and pick up to reduce traffic congestion at the loading dock.

Art Pick-up Day

All unsold art must be picked up **Saturday, April 8th**, between 10am - Noon. Once again, please try to carpool for art pickup.

Publicity

We have changed the way photos are collected and distributed to all of our social media outlets. Sara Cate is now our new image manager for the gallery. She has set up a new email account wpwimages@gmail.com for all gallery show participants to send their photos. You only need to send the images one time to get them to all of the women who do our publicity. It is important that you label your photos with all of the information. First name-Last name-Title of painting-medium-HxW-price.jpg All words separated by hyphens. **NO OTHER SPECIAL CHARACTERS. NO \$ BY THE PRICE!** If you are having trouble with resizing or labeling, please contact Sara Cate sarairenecate@gmail.com

Sandra Kahler will post all photos to our online gallery on the website.

Priyanka Parmanand will be posting to our Instagram #womenpainterswa a few times a week.

Kim Caldwell will be posting to our Facebook page for this show. Usually shows the work of the artist working at the gallery that day.

Mary Anderson selects the image for the poster and postcards. If your image is selected, you will be asked to send a higher resolution photo (300ppi) to her. Mary has our postcard printed and Olga Bolgar designs our posters and flyers.

Mira Kamada uses the photos for our Constant Contact emails. At least two emails go out to our data base each show.

Janet Hamilton may ask for Art Access ad. If you want to be in it, you will be asked to pay for part of the cost.

Judith Heim is the Publicity Chair and handles our advertising in Preview. Preview is distributed from Alaska to Oregon in tourist locations.

Again, you only need to send the images to wpwimages@gmail.com to get them to all of these members!

GALLERY CONTRACT FOR “Hip To Be Square”

TERMS AND CONDITIONS

Choosing your work for the show

Two-dimensional work must be original, in any medium including paintings, collage, etchings, monotypes and hand-pulled prints, and not previously shown at the WPW gallery. **Works may have been shown previously in one of our outside shows or neighborhood shows.** No copies or reproductions shall be accepted. Use similar subject matter and frames to make a cohesive showing of multiple works. **Each member is allotted approximately 10 linear feet of wall space.** The hanging committee prefers not to hang salon style but will on occasion.

Hanging wire must be affixed to all pieces with D rings; wire center should be 2-3” from the top so the painting hangs tight on the wall. No sawtooths. No wet paint, damaged frames or damaged glass will be accepted. Artwork with unstable pigments **MUST** be under glass. On the back of your artwork include, name, title, medium, framed size, and price. Pieces that do not meet these criteria may be eliminated from the show. The hanging committee has the final say on the placement of paintings. The hanging committee will make every effort to install all work; any work not hung will be secured in the gallery backroom for pickup at the artist’s earliest convenience. **All works must be for sale.**

Entry Fee

Pay the \$30 entry fee on the WPW website. If you are not able to, you may mail a check to Sandra Kahler. All checks must be made out to Women Painters of Washington and received no later than **September 3rd**

Labels

Email the following information: Name, Title of Work, Medium, Size, Price to Judith Marshall at iridian@timark.net. Put **“Square labels”** in the subject line. The painting dimensions are Height x Width (alphabetical)

Artist Statement

No artist statement is requested for this show.

Gallery Shift / Calendar sign-up

A few days after the deadline we will email the link for the show to all show participants. Plan to work 3 days during the run of the show. Depending on the number of participants, you may be asked to sign up for 2. Please sign up early to get your designated dates. If we do not hear from you, we will assign shifts to you and it will be your responsibility to trade with another artist. Link of the three-month calendar will be available on our website.

If you need to change a day you are scheduled to work, it is your responsibility to find someone to trade with you. If you need to hire a Gallery Substitute for the day at the cost of \$75, the following people have said they would substitute. We need more substitutes. Contact Amy Ferron aferron57@gmail.com if you are interested.

Aida Ebeling – 917-653-4383
Janet Hamilton-- 425-346-8052
Donna Leavitt -- 425-771-9019
Jamie Lightfoot -- 425-466-1751
Sue Madill-- 206-762-5398

-Contact the Gallery to let them know of any changes, so the master calendar can be kept up to date.

- Any general questions can be directed to Gallery Manager Julie Fisco (206) 354-6056 or jfisco@comcast.net

Art Racks

1. All pieces of art will be removed from our art racks on the change over Saturday between shows. This happens 4 times per year.
2. When you bring in a new piece, enter your piece into the notebook on the correct show pages with the date of delivery, title, etc. They can remain in the racks until the next show starts, i.e. 3 months.
3. Each piece must be an ORIGINAL (no giclees), matted or backed and in a plastic sleeve or wrapped with your name, title and price on the back.
4. We suggest prices under \$250 to appeal to a wider audience but this is up to you.
5. When adding or taking out pieces during the three month period, update the Art Rack notebook. The notebook will be on the front desk.

Greeting Cards

You may bring handmade or professionally printed greeting cards to the gallery to sell. We have a set price of \$7.00 for all cards. In the art bin notebook, enter the number of cards you dropped off. Cards need to be in a plastic sleeve. Your name must be on the back in order to be paid. Sandra will mail checks quarterly for all card sales.

Biography and business cards

Please bring your resume/artist statement, and images of other work on one double-sided page to be included in the biography book at the front desk. Please bring in about 25 business cards. No other auxiliary information will be accepted.

Commission

A 25% commission to WPW will be charged per our bylaws under "Exhibitions." A 15% commission should be paid to WPW for sales after a show closes which has resulted from gallery exhibition or from the online gallery. For other sales such as a special order for a print or a commission, 10% commission should be sent to Treasurer Sandra Kahler

Insurance

Artists are responsible for insuring their own work for damage or loss. WPW insurance is limited to basic liability coverage.

Note: While working in the gallery, consider bringing an art project to demo just inside/outside the gallery door. There is an easel to use in the back room. The public enjoys seeing artists at work!

Working at the gallery I know some of you have never worked at the gallery or it's been a long time so here are the most FAQ. The gallery will be open 11am until 3pm Tuesday - Friday. It is important that you stay the full shift because we advertise those hours.

Parking: WPW is now paying for one spot at a parking garage on 4th Ave. It is called Jerry's and they also have a Budget rental car there. Drive up the ramp to park. Just tell them you are with the gallery. The address is 801 4th Ave and it's right across from the Rainier Club. Kitty corner from the NW corner of the Columbia Center.

Getting into the gallery: Security is located at the top of the escalator across from the glasses office. The door says *To Fire Control Center - Restricted Access*. Push the doorbell button and they will ask "How can I help you?" Just ask them to open the gallery and they will come over.

Opening: go in the back room and turn on all of the light switches. Move the easel with the show poster outside of the door and hang the open sign on it. I have been pulling one of the small art racks to just outside the door too. Turn on some music. There are cds in the drawer above the player. There are Daily Log pages in a big binder on the desk that have more info. There is also a gallery handbook on the desk.

Bathroom: the bathroom is in the complete opposite corner of the building from the gallery near the fireplace. The code is posted on the desk. It is changed about every three months. Do not lock the door when leaving the gallery but just close it and put the Back in 5 min. sign on it. Only give the code out to our customers. If in doubt about someone asking, tell them to ask security. The code is frequently changed to keep it safe.

Sales: Almost all of our sales are with credit card and we use Square to process them. There is an iPad on the desk with instructions on how to do it. Square automatically adds the sales tax. You can practice by charging \$1 to your credit card by using the *testing* category on the Square program. We do have a cash drawer under the iPad that you open by pushing the button. You will need to calculate and add the sales tax to any cash sale which is now 10.25%. Most important is to write up the receipt for any sales so the artist gets paid especially with greeting card sales. We have to know the card artist to get them paid!

Closing the gallery: Bring in the easel and put it back in the window without the open sign. Bring in the art rack if you pulled it out. Lock the front door by lining it up with the pencil mark on the wall and turning the latch. Turn off all of the lights switches except the 2 that are marked. Leave through the back door and check to make sure it locks behind you.