



## GUIDELINE FOR EXHIBITORS

- \*Each individual entry must be accompanied by a non-refundable \$10 fee – students fees are \$5
  - \*Artwork is and will remain your property until sold. Sale of the work does not constitute transfer of your copyright.
  - \*The retail price of each piece is set by you and will not be altered by WOW without your permission. **We expect that this price is no higher than what you would sell the piece for elsewhere. A tax-deductible contribution to WOW of 30% will be retained from all sales.**
  - \*All labeling of information for the exhibit will be taken from the EXHIBITOR CONTRACT. If there are any changes to be made, it is your responsibility to contact WOW. **All works must be clearly labeled with a tag on back of each which includes artist name, title of work, media and sale price.** Any piece that is not clearly labeled may be excluded from the exhibit.
  - \*All work shipped must include prepaid return labels and shipping instructions. All shipped packages must be insured. All works sent by common carrier must be accompanied by a pre-paid return shipping label.
  - \*Artwork that requires return shipment but does not include pre-paid shipping labels will be assessed a handling fee up to \$50.00 in addition to return shipping costs.
  - \*If damage or deterioration is noted, you will be notified at once. Should damage occur in transit, the carrier will also be notified and all packing materials saved for inspection. Any damage occurring in transit during the return of objects to you should be reported IMMEDIATELY to WOW and to the carrier.
  - \*Upon receipt and inspection, artwork is insured by the gallery against loss or damage for the period of exhibition stated on this agreement. The insurance policy contains the usual exclusions of loss or damage due to such causes as wear and tear, gradual deterioration, moths, vermin, war, hostilities, and acts of nature. Recovery on loss or damage shall be limited to that paid by the insurer.
- If the exhibitor elects to maintain his or her own insurance, WOW must be supplied with a Certificate of Insurance, naming WOW as additional insured and waiving subrogation against WOW. Otherwise, the EXHIBITOR CONTRACT shall constitute a release of WOW from any liability in connection with the artwork. WOW can accept no responsibility for any error or deficiency in information given to the exhibitor's insurers or for lapses in coverage. WOW does not assume responsibility for the values given for insurance purposes given by the exhibitor on the face of this contract.
- \*WOW assumes the right to photograph works on display for publicity, educational and archival purposes.
  - \*All works to be exhibited must never have been previously exhibited at the WOWSPACE.
  - \*All work will remain in the WOWSPACE, as installed, until the exhibit closes. No work will be accepted late or picked up early.
  - \*WOW reserves the right to omit any artwork from exhibition, for any reason, without notice.
  - \*Work left at the WOWSPACE 30 days after the exhibit ends or where no return shipping arrangements are made will become the property of WOW.