

THE CENTER FOR THE VISUAL ARTS

427 Fourth Street, Wausau, WI 54403

(715) 842-4545 ● www.cvawausau.org ● cvaexdir@gmail.com

Hours of Operation: Tues. - Fri. 10-5 ● Sat. 12-4 ● Closed Sunday, Monday & Holidays

GUIDELINES FOR EXHIBITORS

- Delivery/pick up hours are Tuesday through Friday 10:00am to 5:00pm., on the dates provided, unless alternative arrangements are scheduled. Work cannot be accepted on weekends without appointment.
- 2 dimensional works **must** be framed using plexiglas. Work framed with glass can be too heavy for our hanging system. If framing with glass, the CVA is not responsible for broken or damaged glass, frames, or artwork.
- All work shipped must include prepaid return labels & shipping instructions. All shipped packages must be insured. All works sent by common carrier (UPS preferred) must be accompanied by a **pre-paid return shipping label & meet UPS specifications for size & sturdiness.**
- 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.
- Boxes that include “peanuts” or similar small materials will not be unpacked or will be subject to a handling fee up to \$50.00.
- 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 the Center for the Visual Arts and to the carrier.
- Artwork is fully insured by the Gallery against loss or damage (unless due to faulty materials or workmanship) while in our possession. Should loss or damage occur, the Center or its insurer will pay you the stated insurance value or sale price minus the Center's commission. The Center is not responsible for damage or theft of work while in transit.
- **Work left at the Center 30 days after the exhibit ends or where no return shipping arrangements are made will become the property of the Center.**
- The retail price of each piece is set by you and will not be altered by the Gallery 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 the Center of 40% will be retained from all sales. Please include this contribution in your retail price.**
- 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 the Center. **All works must be clearly labeled with a tag on back of each i.e. Artist name, title of work, media, sale price.** Any pieces that are not clearly labeled may be excluded from the exhibit.
- Artwork is and will remain your property until sold. Sale of the work does not constitute transfer of your copyright.
- The Gallery assumes the right to photograph works on display for publicity, educational and archival purposes.
- All works to be exhibited in the Gallery must not have ever been exhibited at the Center for Visual Arts.
- All work will remain in the Gallery, as installed, until the exhibit closes. No work will be accepted late or picked up early.
- The CVA reserves the right to omit any artwork from exhibition, for any reason, without notice.

Wisconsin Art Education Association

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| • Delivery of Artwork to Gallery: | October 16 - 19 | 10a-5pm |
| • Pick Up of Artwork at Gallery: | October 24 or 26 | 10a-5pm |
| • Exhibit Dates: | October 23 - 26, 2018 | |
| • Opening Reception: | *Wednesday, October 24 | 6-8pm |