

## Willits Center for the Arts (WCA) Art Exhibitor Instructions

You must be a current WCA member to exhibit at the Willits Center for the Arts. All shows require a \$200 gallery fee for the month. This includes the use of both galleries. Sales tax will be added to all sales, and the artist will be paid 70% of the sale price within 10 days after the end of the show. The 30% deducted from the sale price is a commission donation and is tax deductible.

**Six weeks** before your show you should have a title, vision and poster underway. Please e-mail the poster and a short Bio to Ann Maglinte [greengables@wildblue.net](mailto:greengables@wildblue.net) & [WCARental@gmail.com](mailto:WCARental@gmail.com). Communicate with the Curator and WCA Manager to decide on an opening reception date. Promotion will be completed by the WCA Manager: show information will be posted on the WCA website, posters will be distributed, postcards will be mailed to the membership and the opening reception will be promoted online, radio and other media. If there are any changes to your poster or show, get this new information immediately to the curator.

**Four weeks** The artists will be given a total of 30 half size posters and 50 postcards for their own use. If you would like more posters or postcards, please arrange that with Printing Plus at your expense. Additional promotion by the artist within their personal networks is welcomed. The WCA will provide professional labels for the show. The artist must provide a comprehensive list of artwork in a Word Document stating: Name of Piece, Media, Name of Artist, Price. This list should be provided to the WCA Manager.

**Two weeks** before the show communicate with the Curator and Manager to plan the show design and schedule set up times.

**Opening Reception** Opening reception hours are generally 6-9pm unless otherwise designated. Food and drink will be provided by the WCA. The artist(s) will be asked to provide a brief talk or introduction during the "Members Hour" of 6-7pm. **The Gallery Hours are Wednesday - Sunday 11:00 - 5:00 p.m.** The artist is welcome to have the gallery open more often than our regular hours upon prearrangement with the Manager.

**End of Show:** When you take down your show, please make sure to spackle and touch up the walls with the white paint in the storage closet. We only use one kind of white paint, which we provide, for everything.

The WCA is a public viewing space, operated by the Willits Center for the Arts. The Show Committee and Curator are responsible for accepting all work before it is displayed in the gallery. Decisions by the committee and Curator are final.

Thanks very much! If you have any questions, please contact:

Gary Martin	Show Curator	<a href="mailto:gtm1950@gmail.com">gtm1950@gmail.com</a>
Holly Madrigal	WCA Manager	<a href="mailto:WCARental@gmail.com">WCARental@gmail.com</a> 459-1726

Date:  
Name:

Received By:  
Signature: