

**PROSPECTUS**  
**Wilmington Art Association**  
**at Gallery Citrine**

17 South Second Street  
Wilmington, NC 28401

***The WAA presents the Wilmington Art Association in Gallery Citrine Show and Sale at 17 South Second Street, Wilmington NC. Juried shows will be held quarterly.***

**2022 SHOW DATES**

July 1-September 25

September 30 - December 25

**HOURS OF OPERATION**

10am-5 pm: Thursday, Friday, and Saturday

5pm-7pm: Fourth Friday Receptions

(Hours of Operation coincide with those of Gallery Citrine and may be modified.)

**GALLERY SPACE**

The WAA in Gallery Citrine includes wall space for 2D display and ledges for 3D display. Artists may enter as an individual or as a pair or more for selection committee consideration and final decision.

It is determined that the 150 square feet wall space available for hanging 2D art is to be divided into three 50 square feet portions. Each portion is referred to as an "artist share".

It is determined that the 16 linear feet of 8" and 9" ledges are to be divided into two portions of 8'. Each portion is referred to as an "artist share".

The display space in WAA in Gallery Citrine may be rented in its entirety (5 artist shares) or in portions (1-4 artist shares) as per the **Rental Fee per Quarterly Show** noted below.

**FINANCIAL INFORMATION**

**Entry Fee: none      Commission: none**

**Rental Fee per Quarterly Show**

1 artist share:	\$225.00
2 artist shares:	\$450.00
3 artist shares:	\$675.00
4 artist shares:	\$900.00
5 artist shares:	\$1,125.00

The rental fee for each quarterly show is payable to Gallery Citrine within 48 hours of acceptance:  
Preferred method of payment is VENMO.

# SUBMISSION INSTRUCTIONS

## STEP 1: Email

Send an email to [waaingallerycitrine@gmail.com](mailto:waaingallerycitrine@gmail.com) including:

- Artist Name
- Email Address
- Telephone Number
- 2D or 3D
- Indicate show dates of interest
- Indicate number of shares of WAA in Gallery Citrine you wish to rent.
- Affirmation of WAA membership in good standing
- **NO photos are needed at this time.**

In response to your email, you will then receive a response from WAA in Gallery Citrine including a JotForm link. Continue with Step 2 when you receive the JotForm link.

## STEP 2: JotForm

- Provide all requested information INCLUDING 5 representational photographs

## STEP 3: Payment and Contract

- Upon notice of acceptance, submit payment via VENMO to Gallery Citrine and signed contract to [dlauney.gallerycitrine@gmail.com](mailto:dlauney.gallerycitrine@gmail.com) and [waaingallerycitrine@gmail.com](mailto:waaingallerycitrine@gmail.com) as per **Important Dates and Times.**

SUBMISSION PROCESS SUMMARY
Indicate your interest via email to <a href="mailto:waaingallerycitrine@gmail.com">waaingallerycitrine@gmail.com</a> as per <b>Submission Instructions above.</b>
Complete JotForm Submission Form including 5 representational photos.
Watch for acceptance confirmation via email (as per <b>Important Dates and Times</b> )
Submit payment via VENMO to Gallery Citrine and signed contract to <a href="mailto:dlauney.gallerycitrine@gmail.com">dlauney.gallerycitrine@gmail.com</a> and <a href="mailto:waaingallerycitrine@gmail.com">waaingallerycitrine@gmail.com</a> .

## ARTIST ELIGIBILITY

Open to all WAA members 18 years of age and older.

Artists may submit ORIGINAL two-dimensional (2-D) work and three-dimensional (3-D) work.

## EXHIBITED ARTWORK ELIGIBILITY

- Artwork must be solely the creation of the artist.
- Artwork must be original in conception, composition and implementation.
- No kits, copies, collaborative works or workshop pieces will be accepted.
- No replicas, giclee reproductions or any modified, copied or imitated art will be accepted.
- The quality of the creation and design should be consistent with a fine art show.
- No furniture, jewelry, tea or dining sets allowed.
- No erotic or violent themes will be accepted.
- Weight of 2D art must not exceed 15 lbs.

- Upon check-in, 2D artwork must be ready for hanging.
- All artwork must be durable enough to be handled and moved.
- 2D artwork is artwork which can be hung on exhibit panels.  
3D artwork is artwork which is to be displayed on a ledge or pedestal.

## **ENTRY TERMS AND CONDITIONS**

- Artist must be a current member of the Wilmington Art Association
- Artist must submit signed Wilmington Art Association in Gallery Citrine Contract for Guest Artist and pay fee by specified date and time.
- All entries must be for sale.
- Commission pieces are not allowed.
- Art must remain in show until designated time for pick-up.
- Upon approval of the selection committee, replacement of sold art is permissible. Replacement entries are subject to the same rules and conditions.
- The artist must have sole ownership over the artwork.
- Artist or designee must deliver artwork to Gallery Citrine on designated dates/times. Shipped or mailed art will not be accepted.
- The WAA allows photographs to be taken.
- The WAA maintains the rights to use photographs of the art and events for future marketing or promotional materials.
- Upon entering the show and by submitting payment, the artist agrees to the terms and conditions as outlined in this Prospectus.

## **RULES**

- Artists cannot hang, place or move any artwork. The WAA in Gallery Citrine hanging team will do this on your behalf with the utmost care and professionalism.
- Artwork that does not meet the criteria outlined herein or that is not ready for display will be refused/removed/returned.
- Work that does not meet criteria can be refused on the day of check-in. WAA, and affiliates reserve the right to refuse artwork entries and cannot be held liable for any damage or loss.
- Artists must abide by the *WAA in Gallery Citrine Show and Sale Prospectus*, rules, entry terms and conditions and all other guidelines as included herein on the WAA website, or any additional WAA or WAA in Gallery Citrine communications.

## **SALES**

- Processed by Gallery Citrine
- 2.7% credit card processing fee retained by Gallery Citrine
- Sales tax collected and remitted by Gallery Citrine

The artist is committed to the sale price(s) and discount % indicated on the Inventory Sheet

## **ARTIST PAYMENT**

- Provided by Gallery Citrine 2<sup>nd</sup> week after month end
- Preferred method: VENMO
- \$10 processing fee for payment by check. Checks must be collected by artist during Gallery Citrine business hours. No checks will be mailed.

## IMPORTANT DATES AND TIMES

### July-September 2022 Show

Dates	Time	Action
Thursday, April 14	8 am	Registration opens to artists. Email notice of interest to <a href="mailto:waaingallerycitrine@gmail.com">waaingallerycitrine@gmail.com</a> as per <b>Submission Instructions</b> . <b>Click HERE for image resizing guidelines.</b>
Monday, May 22	5 pm	Registration closes for July-September show
Monday, June 6	9 am	Artists notified of acceptance
Wednesday, June 8	9 am	Rental fee due to Gallery Citrine via Venmo. Artist Contract due via email to <a href="mailto:dlauney.gallerycitrine@gmail.com">dlauney.gallerycitrine@gmail.com</a> and <a href="mailto:waaingallerycitrine@gmail.com">waaingallerycitrine@gmail.com</a>
Friday, June 10	4 pm	Artist Inventory due
Friday, June 24- Sunday, June 26	11 am – 3 pm	Accepted artwork hand delivered by artist to Gallery Citrine (Note: Delivery times may be modified) <b>Click HERE for hanging guidelines.</b>
Friday, July 1	10 am	WAA in Gallery Citrine Show and Sale open to public
Friday, July 29 Friday, August 26 Friday, September 23	5 - 7 pm	WAA in Gallery Citrine Art Show and Sale open to the public. Extended hours for 4 <sup>th</sup> Friday Receptions.
Sunday, September 25	5pm	Show ends
Friday, Sept 30- Sunday, October 2	11am-3pm	Pick-up/Check out artwork for all artists. Late fine \$50 (Note: Pick-up/Check out times may be modified)

## IMPORTANT DATES AND TIMES

### October-December 2022 Show

Dates	Time	Action
Thursday, April 14	8 am	Registration opens to artists. Email notice of interest to <a href="mailto:waaingallerycitrine@gmail.com">waaingallerycitrine@gmail.com</a> as per <b>Submission Instructions</b> . <a href="#">Click HERE for image resizing guidelines.</a>
Monday, August 15	5 pm	Registration closes for October-December show
Monday, September 5	9 am	Artists notified of acceptance
Wednesday, September 7	9 am	Rental fee due to Gallery Citrine via Venmo. Artist Contract due via email to <a href="mailto:dlauney.gallerycitrine@gmail.com">dlauney.gallerycitrine@gmail.com</a> and <a href="mailto:waaingallerycitrine@gmail.com">waaingallerycitrine@gmail.com</a> .
Friday, September 9	4 pm	Artist Inventory due
Friday, September 23- Sunday, September 25	11 am – 3 pm	Accepted artwork hand delivered by artist to Gallery Citrine (Note: Delivery times may be modified) <a href="#">Click HERE for hanging guidelines.</a>
Friday, September 30	10 am	WAA in Gallery Citrine Show and Sale open to public
Friday, October 28 Friday, November 25 Friday, December 23	5 - 7 pm	WAA in Gallery Citrine Art Show and Sale open to the public. Extended hours for 4 <sup>th</sup> Friday Receptions.
Sunday, December 25	5pm	Show ends
Friday, Dec 30- Sunday, Jan 1	11 am – 3 pm	Pick-up/Check out artwork for all artists. Late fine \$50 (Note: Pick-up/Check out times may be modified)

## WHAT TO KNOW FOR ALL 2D ARTWORK

<b>2D ARTWORK DETAILS</b>			
Exhibited Pieces	Quantity determined by size and allotted space.		
Mediums	<p>Acrylic, Alcohol ink, Collage, Digital Art, Drawing, Egg Tempera, Encaustic, Stained Glass, Gouache, Metal, Mixed Media, Oil, Pastel, Printmaking, Textile, Watercolor, Other</p> <p>No giclées, prints or reproductions.</p> <p>Traditional Fine Art Photography, Digital Conceptualization Photography. Note: Photography must not be printed on canvas. Traditional paper and metal are accepted.</p>		
Size Limitations to Outside Edge of Frame	Width 40 inches	Height 40 inches	
Diptych or Triptych	Must be connected and not exceed the 40 inches overall size limit		
Weight	15 lb maximum including frame		
Plexiglass	Any piece >30 inches that requires glass, such as pastel or watercolor, must use plexiglass		
Professional Presentation	Quality frames or 1.5-inch gallery wrapped canvas with painted edges or 1.5-inch cradle		
Mats	White, black, off white, or light neutral mats only. A thin color liner is acceptable.		
Hanging	<p>2D art will be hung on one or more hooks, depending on size and weight of art.</p> <p>Picture hanging wires must be slack enough for someone to reach behind the art and place the wire on the small hook(s). Be sure the wire does not allow the artwork to lean outward, nor should the wire be visible above the picture after it is hung.</p> <p>Make sure the wire is of adequate strength to support the painting. No sawtooth hangers.</p> <p>In summary, the artwork must be securely wired and professionally mounted. Enough slack must be left in the wire, so the piece can be easily hung.</p>		
Identification	Each piece must have a label with artist's name, title of artwork, medium, price and size affixed to the <u>back</u> upper right corner.		

## WHAT TO KNOW FOR ALL 3D ARTWORK

<b>3D ARTWORK DETAILS</b>			
Exhibited Pieces	Quantity determined by size and allotted space.		
Mediums	Ceramic, Glass, Metal, Mixed Media, Paper, Plastic, Textile, Wood, Other		
Size Limitations	All artwork must be able to be displayed on an 8" or 9" ledge, appropriately sized riser for a ledge, or pedestal if floor space allows.		
Maximum weight	30 lbs.		
Professional Presentation	<p style="text-align: center;">Top heavy or unstable work will not be accepted.            3D work with a top or lid or separate piece(s) must have the separate pieces secured and labeled.            Freestanding sculptures requiring special mounting will not be considered.            Freestanding sculptures requiring suspension will be considered if appropriate for the gallery constraints.            No illuminated pieces that require electrical connections will be accepted.</p>		
Identification	Each piece must have a label with artist's name, title of artwork, medium, and price affixed to the bottom		