

## SUBMITTED ARTWORK GUIDELINES

### WATER STREET STUDIOS

Batavia Artists Association at Water Street Studios is a 501(c)3 not-for-profit organization devoted to expanding art in Batavia and the surrounding communities. By converting an historic limestone building in downtown Batavia we have created an amazing 16,000 sq ft arts center featuring 27 artist studios, three classrooms and a premier gallery for showcasing fine art.

### GALLERY H20

- See Gallery H20 submission guidelines – pg 2
- Submission deadline: Continuous. contact: Sharon Sychta [marketing@waterstreetstudios.com](mailto:marketing@waterstreetstudios.com)
- All work must be tagged with price, artists name/code, and piece number/piece name (at drop off labels will be provided and filled out)
- All work must be written on inventory sheet available online [www.waterstreetstudios.com](http://www.waterstreetstudios.com) and submitted along with this form signed and filled out in its entirety.
- Any questions contact Sharon Sychta [marketing@waterstreetstudios.com](mailto:marketing@waterstreetstudios.com)

~Water Street Studios *Renting Artist* commission structure is as followed: 70% to the Artist / 30% to the Water Street Gallery.

~*Non-Renting Artist* (must be an artist member) commission structure is as followed: 60% to the Artist / 40% to the Water Street Gallery and **are required to volunteer for one 4-hour shift in the gallery.** For WSS resident artists **this is not in addition to your required 4-hour shift.** (If artist is submitting application from out of town a \$20 fee for advertising/merchandising will be required in lieu of H20 volunteer hours)

**Drop off artwork: Set up appt with Sharon Sychta [marketing@waterstreetstudios.com](mailto:marketing@waterstreetstudios.com)**

**There is no submission fee for the Gallery H20.**

**Artwork for Gallery H20 must be picked up 3 months after drop off. New work under \$200 can be swapped out in order to keep the merchandise fresh in the art shop.**

#### Eligibility

The Water Street Studios art awareness program is open to all visual artists who meet the following criteria:

- ❖ Artists who are professional and of serious intent.
- ❖ Artists working in any media.
- ❖ Art students working with teachers.
- ❖ WSS Artist Members

### HOW TO APPLY

Artists interested in submitting artwork for display consideration must complete and submit an application packet which includes the following:

1. A completed Gallery Artwork Application Form (see page 3). Please provide a price for the artwork and a brief 1-2 sentence description of the piece, in the space allowed, such as materials used to create the piece or the inspiration for the artwork.
2. Images of your proposed artwork. Please label images with their respective names. Applications without images of work will **NOT** be considered. Three dimensional artworks such as sculpture must include images showing at least 3 viewpoints of the artwork. Digital images must be provided on a CD-ROM or sent via e-mail to [marketing@waterstreetstudios.com](mailto:marketing@waterstreetstudios.com). All images should be Jpeg files and labeled with the name that the piece it represents.
3. A copy of the artist's résumé (*optional*).

## SELECTION CRITERIA

Criteria to be used in the selection of artwork by the Water Street Studio H2O Gallery Committee shall include, but not be limited to, the following:

- ❖ **Media**: All forms of media may be considered.
- ❖ **Artistic Quality**: Works of art must be unique and shall include excellence in craftsmanship, originality in conception, and integrity of materials.
- ❖ **Subject Matter**: While Water Street Studios looks forward to displaying a variety of media and subject matter, the artwork must be appropriate for a public setting and for viewing by all age groups. Artwork that would be considered offensive or disturbing to the general public i.e. work depicting sex or violence may not be selected for display.
- ❖ **Delivery**: All selected artwork must be delivered to the gallery “ready-to-hang” for immediate display. Any pieces that arrive needing framing or additional assembly will not be considered for display and will be returned to the artist. Matching framed paintings are preferred, but not require.
- ❖ **Permanence**: All artwork, whether permanent or temporary shall exhibit structural and surface soundness, and be resistant to theft, vandalism, unintentional weathering, and excessive maintenance or repair costs.
- ❖ **Public Safety**: All works of art shall be evaluated to ensure their compliance with public safety requirements.

**Context**: Consideration shall be given to the architectural, historical, geographical, and social/cultural context of the site where the artwork is to be displayed. Works of art must be compatible in scale, materials, form and content with their surrounding.

### **Gallery H2O Submission Guidelines**

Gallery H2O is looking for high quality art and craft pieces priced under \$200 to sell in our new retail store opening November 26, 2010. Due to the limitations in square footage in which to display pieces we are offer these quantity rules.

**Water Street Studios/ Gallery H2O reserves the right to keep submitted pieces in back stock and rotate merchandise, as retail needs change.**

<b><u>Item</u></b>	<b><u>Quantity</u></b>
Wearable Art (ties, scarves, socks, slippers, hats, mittens, gloves)	12 pieces
Sweaters, Dresses, Jackets	2 pieces
Aprons and Smocks	12 pieces
Pottery/Glass/ Porcelain	15 pieces
Photography, Paintings, Prints, Frames (wall items)	2 pieces
Small Sculpture and Tabletop Items (limited to a 24”x24” size)	2 pieces
Ornaments	15 pieces
Pins, Necklaces, Bracelets, Rings	8 pieces
Earrings	25 pieces
Stationary, Greeting Cards, Postcards	30 pieces

*If you feel your art does not fall into any of the above categories please contact the marketing committee at Water Street Studios.*

Submission of your art does not mean automatic acceptance in Gallery H2O. Submissions must meet the high standards set by the Marketing and Retail/Gallery committees.

We reserve the right to reject any submissions that do not fulfill our retail and esthetic goals.

**Case constraints may prevent our being able to safely display a piece – weight will be a factor in acceptance.**

**Gallery H2O is a new concept for Water Street Studios. These guidelines are subject to change as Gallery H2O evolves.**

**Bring in APPLICATIONS along with work by appt only marketing@waterstreetstudios (label Gallery H2O submission).**

## H2O GALLERY APPLICATION

Name: \_\_\_\_\_ Artist Code: \_\_\_\_\_

Address: \_\_\_\_\_ City & Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Web site: \_\_\_\_\_

WSS Renting Artist (*Commission 70/30*): \_\_\_\_\_ WSS Artists Membership: \_\_\_\_\_ Non Renting Artist (*Commission 60/40*): \_\_\_\_\_

### GALLERY H2O USE INVENTORY SHEET

*INVENTORY SHEET included in this document*

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**Artist's Acknowledgement:**

I am the owner of all rights to the above described work of art. In consideration of the Water Street Studio's willingness to permit my work to be displayed as part of its public art program, I will agree to sign a display agreement and liability waiver if my artwork is chosen for display. I further understand that my artwork cannot be taken from or sold outside of the display premises during public exhibitions and a description and/or photograph of my artwork may be shown or published in Water Street Studio's newsletter along with other art program promotional items such as press releases or websites. I will be responsible for installing and removing my artwork on the dates specified in the display agreement as well as maintaining the artwork during the display period. I also understand that it is my decision whether or not to insure my artwork. I also acknowledge that Water Street Studio's, at its sole discretion, has the right to reject any artwork submitted.

**Artist Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## WATER STREET GALLERY

### Insurance Waiver

I \_\_\_\_\_, understand and agree that Water Street Studios agrees to exercise ordinary care for works exhibited at the Water Street H2O Gallery. The undersigned agrees to indemnify and hold harmless said Association from any and all claims arising out of the use of the Water Street H2O Gallery. I hereby release and forever discharge Water Street Studios, directors, employees and volunteers from any responsibility, personal liability, claims, loss or damage what so ever arising out of the use of Water Street H2O Gallery.

I acknowledge that a representative from the Water Street Studios has informed me that the Gallery is responsible to exercise reasonable care of pieces in the Water Street H2O Gallery. For this reason it was recommended that I carry insurance for my art work involved in the exhibition. My signature below indicates that I acknowledge said recommendation and have chosen to waive that option. I also acknowledge abiding by the Rules and Regulations as well as the Code of Conduct associated with Water Street Studios. Failure to abide by said policies set forth by Water Street Studios may result in the removal of my pieces, or me, from the gallery.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_

## WATER STREET GALLERY

### Fine Art Liability Waiver

I understand that reasonable care precaution will be taken in the handling and exhibition of art works submitted by me to the Water Street H2O Gallery, and I do hereby hold harmless, and indemnity the Water Street Studios, its directors, employees and volunteers, from any claim or damage that might arise from loss or damage to the works of art submitted by me for the exhibition from any cause whatsoever.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_

**Any questions for the Gallery H2O Art Shop**  
**Please contact Sharon Svchta [marketing@waterstreetstudios.com](mailto:marketing@waterstreetstudios.com)**

WSS Gallery H2O Inventory Sheet: Artist Name: \_\_\_\_\_

Artist Number: \_\_\_\_\_

WSS Item Number	Description	QTY	PRICE
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