

## WCAC 2020 VIRTUAL MEMBERS' CO-OP SHOW

### LETTER OF AGREEMENT (LOA) SECTION

One of WCAC's on-going goals is to foster and promote our emerging and seasoned member artists. We have pursued this goal through our Members Fireside Gallery, Artisan Corner, and Annual Members Show. In 2017, we added Members Co-Op Shows designed to showcase larger bodies of works and allow artists/artisans/photographers to participate in managing their own exhibits and promoting themselves in creative ways. Due to Covid-19 concerns, we will hold a Virtual Co-Op show this year from October 5 – November 20 (6 ½ weeks). If you are a current member and interested in being in this show, please contact Janis Wood, President, at (757) 220-2217 or [jleewoodart21@msn.com](mailto:jleewoodart21@msn.com) – she will go over the requirements for entering the show and help you get started.

**Virtual Show Description:** The show will open on our website home page and feature all exhibitors and their “walls” containing exhibitor’s name and one image from his/her collection. When you “click” on an individual wall, it will open to a larger image with the exhibitor’s entire collection – each piece will be identified by name, medium, price, and size. When you “click” on an individual piece, it will open to a larger image to show more detail.

**WCAC Membership Required:** You must be a current member to apply – if you are not a member, we will accept your membership application & payment with your Virtual Co-op Show application package described below. **Membership Fees:** Basic-\$45, Family-\$65, and Student-\$15

**Application Process:** Please read this LOA section thoroughly – if you agree to its terms, please complete and sign the Application section on page 2. With your application, you will need to include payment for your wall (check or credit card info), a short bio/resume, and a signed W-9 (unless WCAC has one on file). When your application package is ready, please contact Janis Wood at (757) 220-2217 or [jleewoodart21@msn.com](mailto:jleewoodart21@msn.com) to complete the entry process.

#### **Show Fees:**

- **Wall space:** Virtual walls come in many sizes, but the minimum required to enter the show is six (6) images @ \$10 per image – or \$60 entry fee. You may add more images to your wall (up to twenty (20)) for an additional \$10 per image. Note: If your wall contains 10 or more images, you may spread your work out by adding another “page” to your wall – there will be an additional \$10 set-up fee per page.
- **Replacing works that are either sold or swapped out:** When your works sell, you may replace them with new images for free. If you wish to swap an unsold image and replace it with a new one, there will be an additional \$10 per image set-up fee.

#### **Other Information & Requirements:**

**What to exhibit:** Your virtual walls must consist of at least 2/3 originals and no more than 1/3 numbered limited edition giclées or other reproductions. There is no date of creation limitation, and works may have been exhibited at WCAC previously. All works must contain family friendly subject matter.

**Framed vs unframed:** Works on canvas or paper may be framed, unframed, or gallery wrapped (finished edges). If selling with frames, they must be nick free and in good condition, and framed works on paper must also be behind clean glass fronts.

**What fits into “one” wall image:** We will be using these general guidelines but will put your works together to their best advantage.

- **2-D:** Generally, pieces that measure 25” (height + width) or more will go into one image. Pieces that are smaller will be grouped together into one image based on their sizes.
- **3-D:** The same rule applies except that the overall measurement of 25” or more includes height+width+depth.
- **Jewelry and pottery:** Larger pieces or sets may be shown in one image, but many will be grouped together into one image.
- **Description of sets vs. individual items:** Individual item - a piece that is sold by itself and does not include other pieces. Sets - individual pieces that are sold together as a set.

**Taking & Submitting Digital Images:** Please take one digital image of each item, or group of items to be sold as a set. Each photo should be at least 1,000 pixels on the short side. If sending from your cell phone, please choose “actual size” for I-phones, or “largest size available” for other phones. **Deadline for submitting images - September 28, or sooner!** Please send to Karen Schwartz @ [karenschwartz.art@gmail.com](mailto:karenschwartz.art@gmail.com). If you have any questions about this process, please email Karen.

**Pricing your Works:** There are no members or other discounts given during this show. Please set retail prices based on your own market experience and conditions. Be sure to factor in “framed” vs “unframed” in your pricing – if selling works both ways, please include prices for both framed and unframed in the inventory.

**Inventories:** We will provide you with an Inventory form and special instructions for this show.

**Sales, taxes, fees, and commissions:** All sales from this show must go through WCAC – it will record and process all sales, collect and remit applicable sales taxes, deduct its 30% commission, and process and mail your net payment and complete accounting within 10 days of the show’s closing.

**Advertising the Show:** WCAC will send postcards to its mailing lists prior to the show. It will also promote the show through its website, weekly e-blasts, social media, flyers, and other methods. To avoid copyright violations, your signed application allows WCAC to use your name, BIO and digital images for promotional purposes. You should also notify your clients and friends, post on social media, send e-blasts and announcements, post flyers provided by WCAC, and use other means to promote yourself during the show.

**W-9 Tax Reports:** If you have not already given WCAC a W-9 tax form, please complete one and submit with your application. If your net proceeds exceed \$600, WCAC will issue you a 1099 in January 2021.

**VIRTUAL CO-OP SHOW APPLICATION SECTION**

If you are a current member and interested in exhibiting in the Virtual Members’ Co-op Show, please review the Letter of Agreement section thoroughly. If you agree to its terms, please complete the section below and sign at the bottom. Please contact Janis Wood, President, at (757) 220-2217 or [jleewoodart21@msn.com](mailto:jleewoodart21@msn.com) to arrange delivery of your application, other documents, inventories, and digital images.

<b>Exhibitor’s Name:</b>			
<b>Address:</b>			
<b>Primary Phone:</b>		<b>Cell:</b>	
<b>Email:</b>			
<b>Medium/s:</b>			
<b>Virtual Wall Size (Min. 6 images)</b>			
<b>Entry Fee Info - please complete</b>	Amount _____	Check # _____	
	Credit Card No: _____	Sec. Code: _____	
<b>W-9 Attached</b>	Yes _____ No _____	On File with WCAC? _____	
<b>BIO/Resume Attached</b>	Yes _____ No _____		

I am applying to be an exhibitor in the Virtual Member Co-Op Show. I have reviewed the LOA section and will comply with all conditions set therein. I am submitting this completed and signed application, payment for my virtual wall, a short bio/resume, and W-9 (unless already on file). I will provide an inventory and digital images of my works as soon as possible, but no later than **September 28**.

**Exhibitor:**

\_\_\_\_\_ / \_\_\_\_\_  
Name Date

**WCAC Representative:**

\_\_\_\_\_ / \_\_\_\_\_  
Name Date