



110 Westover Avenue / P.O. Box 388
 Williamsburg, VA 23187-0388
 www.visitWCAC.org
 A Virginia Museum of Fine Arts Partner

INVENTORY ~ FIRESIDE GALLERY BINS

Check One: Matted Paintings Matted Gicleés

Have you signed up for your Desk Volunteer Date yet? No / Yes: Date _____

ARTIST'S NAME:				PHONE:	
ADDRESS:					
Email:					
Inv #	TITLE OF WORK	MEDIUM	PRICE	DATE SOLD	SALES TICKET #

EXHIBITOR'S CONTRACT

Matted Paintings: WCAC Member Artists are allowed to display a Maximum of six (6) Matted PAINTINGS in the Fireside Members' Gallery Bins. Paintings should be shrink-wrapped or packaged in clear cello bags and should be labeled with the Artist's name, Title, Medium, Price and Contact information.

Gicleé Prints: WCAC Member Artists may display a Maximum of Six (6) *different* Limited Edition Gicleé Prints of original paintings in the designated Fireside Members' Gallery Gicleé Bin. The Gicleés must be numbered (e.g., 2/25 = #2 of an edition of 25) and signed by the artist. The print must be matted and either shrink-wrapped or packaged in clear cello bags, and must be labeled as a **Gicleé print** along with the Artist's name, Title, Painting Medium, Price and Contact information. **Only one print of each image may be displayed at a time.** If prints are available in multiple sizes, only one print per size may be displayed, and each copy counts toward the total number of prints allowed.

Settlement with the artist for works sold will be made at the end of each month, with the Gallery retaining **40%** of the listed price.

Note: Artists who exhibit in the Fireside Gallery will be required to contribute at least four (4) volunteer hours per year to the gallery. Check for volunteer opportunities at <https://visitwcac.org/support-us/volunteer/>

ARTIST Signature:		Received by:	
DATE Delivered:	Date Removed:	Removed by:	

*** PRINT THIS COMPLETED FORM AND DELIVER IT TO THE GALLERY WITH YOUR ARTWORK ***