



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

**Fireside Members' Gallery Inventory** Theme: \_\_\_\_\_

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

Address: \_\_\_\_\_

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

Have you signed up for your Desk Volunteer Date yet? \_\_\_No / \_\_\_Yes: Date \_\_\_\_\_

Number	Title of Work	Medium	Price	Date Sold

**Exhibitor's Contract**

Art must be ready for display as determined by the Director of the Exhibition. Accepted works will be displayed only under their direction. Please list your artwork in order of priority. We will hang up to two paintings as room allows. The maximum width for the Members' Fireside Gallery is 36".

All works will remain on exhibit for the duration of the exhibit except in the event the work is purchased and the buyer selects to take it immediately. Artists' works to replace those removed by purchase will be approved by the director of the exhibition.

All works must be removed from the Gallery at the end of the exhibition. Upon removal, this inventory sheet must be signed and dated. Artists whose work is not picked up within 60 days after the close of the exhibit will be notified by certified mail. If there is no response after 60 days the work will become property of the Gallery.

Settlement with the artist for works sold will be made at the conclusion of the exhibit, with the Gallery retaining 40% of the listed price. Payments will be mailed 14 business days after the conclusion of the exhibit.

*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: \_\_\_\_\_