



Call for Artists

2024 UNTITLED SMALL WORKS SHOW

West Orange Arts Center, 551 Valley Road, West Orange, NJ

EXHIBITION PERIOD (SHOW DATES): April 13 – May 18, 2024

The West Orange Arts Council (WOAC) would like to invite all our members, from the emerging artist to the professional, to enter UNTITLED Small Works Show, an event of big talent on a small scale. WOAC provides gallery space, marketing support (calendar listings, press release, social media, and emails to contacts). Artists are encouraged to gallery assist at the West Orange Arts Center when open (Saturdays 12 – 4pm). An artist's presence helps work sell, connects our community & is a welcome part of exhibit operations.

Guidelines, Registration & Loan Agreement & Inventory

Delivery Date:	Saturday, April 6, 2024	11am-1pm
Reception:	Saturday, April 27, 2024	1-4pm
Pick-Up:	Saturday, May 18, 2024	3-4pm

Artists must be WOAC members. Join at: www.woarts.org

ALL WORK MUST BE WIRED FOR HANGING! No sawtooth hangers.

No work will be accepted without being wired.

Maximum Size: 20" in any direction Max. Weight: 20 lbs (small 3D pieces considered)

WOAC Commission is 25% of all sales

1. Enter via Google [forms](#). *Include a jpeg to be considered for promotions*

Completing the online Google form is a requirement for this exhibit. It ensures accuracy of your name / art labeling and streamlines the submission process for our gallery volunteers.

2. Registration Options: \$15 (via Google forms); \$20 (paid at drop-off 4/6/24)

3. Fill Out Loan Agreement & Inventory Sheet (pg 2-3): bring with you at drop-off.

4. Attach labels to the back of your pieces(pg 4): use labels on pg 4 if needed).

For more info: Rey Arvelo, Lois Condon, Carol Jenkins, Patricia Mitrano info@woarts.org

This program is made possible in part by funds from the New Jersey State Council on the Arts/Department of State, a Partner Agency of the National Endowment for the Arts and administered by the Essex County Division of Cultural and Historic Affairs and the New Jersey Arts & Culture Renewal Fund of the Princeton Area Community Foundation.

PAGE 2: 2024 UNTITLED SMALL WORKS SHOW INCOMING ART LOAN AGREEMENT AND INVENTORY SHEET

DROP OFF: Sat, April 6, 2024 11am-1pm **EXHIBIT RUN: April 13 – May 18, 2024**

AGREEMENT: The undersigned (“Lender” or “Owner”) lends to The West Orange Arts Council (“WOAC”), 551 Valley Road, West, Orange, NJ 07052, the art and other objects identified below (“Objects”) for the period described below, subject to the terms and conditions set forth herein, and understands and agrees to be bound by all terms and conditions of this agreement with the WOAC. WOAC members only. **TO JOIN:** <https://woarts.org/membership/>

LENDER NAME _____

Address: _____ City _____ State _____ Zip: _____

Phone: _____ Email: _____ Social media: _____

REGISTRATION (must be completed online) PAYMENT at time of drop off:

\$15 (via Google forms-show receipt) **\$20** (paid at drop-off 4/6/24)

ARTWORK: List artwork below. Remember to place a label on the back of each piece and complete your online registration form. Bring this loan agreement with you at drop off. -----PLEASE PRINT -----

	<u>Title of Work</u>	<u>Medium</u>	<u>Size</u>	<u>Price:</u>
1.	UNTITLED 1	_____	_____	_____
2.	UNTITLED 2	_____	_____	_____
3.	UNTITLED 3	_____	_____	_____

INSURANCE: The Lender understands and agrees that the loan Objects are not and will not be covered by any insurance of the WOAC, West Orange Arts Center, or the Township of West Orange. The Lender assumes all risk and financial responsibility in the event of damage or loss.

RELEASE/WAIVER: The Lender waives and releases the WOAC, West Orange Arts Center, and Township of West Orange and disclaims all such liability for loss or damage to Objects.

COMMISSION: If any Object is sold at or in connection with the Exhibition, the Lender/Owner shall pay and the WOAC shall be entitled to receive and to retain, as a commission, 25% of the Object’s sale price. The Lender/Owner agrees to report to the WOAC all sales of the Objects sold at or in connection with the Exhibition.

The Lender/Owner represents, acknowledges, and agrees that he/she has full authority and power to make this loan and to enter into this agreement; that he/she has read and understands the terms and conditions set forth in this agreement; and that he/she agrees to be bound by them. The Lender/Owner represents that: the art Objects loaned and displayed are his/her original work; that he/she owns the Objects and has the right to display and/or sell the Objects; and that he/she authorizes the WOAC to sell the Objects at the prices specified, unless described as NFS.

Lender/Owner/authorized agent (*signature*)

(*print name*)

Date

(continued)

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DROP OFF: Sat, April 6, 2024 11am-1pm

EXHIBIT RUN: April 13 – May 18, 2024

Delivery:

Date In: _____

of PIECES: _____

Lent by:

Lender/Owner/authorized agent (*signature*)

Lender/Owner/authorized agent (*print name*)

Received by:

WOAC Member Name (*signature*)

WOAC Member Name (*print name*)

PICK-UP:

Date Out: _____

of PIECES: _____

Picked up by:

Lender/Owner/authorized agent (*signature*)

Lender/Owner/authorized agent (*print name*)

Released by:

WOAC Member Name (*signature*)

WOAC Member Name (*print name*)

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INCOMING ART LABEL GUIDE

DROP OFF: Sat, April 6, 2024 10am-Noon**EXHIBIT RUN: April 13 – May 18, 2024**

~~~~~ Please label your artwork on the back side—cut out and use these labels as needed ~~~~~

| <b>Artwork 1</b> | <b>Artwork 2</b> | <b>Artwork 3</b> |
|------------------|------------------|------------------|
| Artist Name      | Artist Name      | Artist Name      |
| Medium           | Medium           | Medium           |
| Size:            | Size:            | Size:            |
| \$Price          | \$Price          | \$Price          |

~~~~~ Please label your artwork on the back side—cut out and use these labels as needed ~~~~~

(END)