

POLICIES & PROCEDURES

Standards & Rules

- Booth sharing is not permitted.
- Artists may only exhibit in the category for which they were accepted. If you wish to apply in more than one category you must submit a second set of slides, a separate application, an additional SASE, and a separate application fee MUST be submitted for each additional category.
- An application is a commitment to participate. Refunds will be made according to specific guidelines found under Deposits & Refunds.
- Reproductions must be signed and numbered, and marked 'reproductions', and cannot make up more than 30% of the display, must be matted and displayed in portfolio type bins.
- Work from molds, kits, imports, manufactured goods or ready made products which have been embellished, painted or decorated, dyed or batiked will not be accepted.
- Jewelry may only be shown if the artist has been accepted in the jewelry category.
- No sale signs are permitted. All signs must have a professional look. No hand written signs are permitted.
- Any willful violation or misrepresentation regarding the work as defined in our rules will result in forfeiture of space immediately.
- All booths must be enclosed on three sides (except corners). Minimum height is 6 ft. This is a requirement. No exceptions.

Slides & CDs

- Four slides or Digital Images on CD are required for each category entered, plus a booth slide, photo or sketch. Digital images must be submitted in a JPEG or TIF format with a resolution of 300 dpi or higher.
- Slides should be labeled with the artist's name, a number (corresponding to the slide descriptions), and the medium. Digital images should be similarly labeled.

Fees & Payment Schedule

Two separate, currently dated checks are required with your application as follows:

- A non-refundable application fee of \$10 must accompany each application.
- A separate, currently dated commitment check in the amount of \$100 must also accompany each application. This check will be deposited only if you are accepted.
- The balance of your booth fee must be returned with your contract by the due date in order to confirm your acceptance.
- A \$35 handling fee will be charged for all returned checks.

Deposits & Refunds

- All cancellations must be made in writing.
- Application fees are non-refundable.
- Your \$100 commitment check secures your booth and is your commitment to exhibit. These deposits are not refundable.
- If you cancel in writing 120 days prior to the show, you will receive a refund equal to 60% of your total booth fee. Cancellations made thereafter and more than 60 days prior to the show will be granted a 30% refund. Within 60 days of the show there shall be no refund.

Slides & CDs

- Applications received after deadline will be considered subject to availability.

Questions?

Email all questions to AAM@warwick.net