

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.
- The Artist Rebate: Our rebate program will give back 15% of the gross gate receipts to exhibiting artists. Example; based on \$8.00 admission with 5,000 people attending, gross receipts would be \$40,000. 15% is \$6,000 which if shared among 150 exhibitors, artists would receive approximately \$40.00 each. *There is only a 10% rebate on a 5x10 booth.

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 must accompany each application.
- A separate, currently dated commitment check 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 invoice and signed contract by the due date in order to finalize 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 apply to both shows at the same time your deposit is only \$100.00.
- 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.

Late Application

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

Questions? Email all questions to AAM@warwick.net