**CAW STUDENT SHOW GUIDELINES 2019**

**ELIGIBILITY** Any student who took a class/workshop at Creative Arts Workshop during the Winter, Spring, Summer or Fall 2018 sessions may submit their work. The artwork must be created in the same discipline as studied at CAW and only two pieces from each course taken may be submitted.

**ENTRY REQUIREMENTS** We encourage all students to present their work in the cleanest and neatest form possible. **Works on paper should be matted/mounted in/on a white/off-white mat**. Framing is not required. If frames are selected for presentation, hanging wires or teeth must be screwed into the frame. Three-dimensional work must be delivered fully assembled with a secure method of display. CAW Gallery will provide pedestals. CAW reserves the right to reject work not meeting these qualifications or work that is deemed too fragile or unstable to safely exhibit. Artwork will be exhibited as space is available and at the discretion of the Gallery Manager. All works included must remain on display for the duration of the exhibition.

**RECEIVING OF WORK** All work should be dropped off at the front desk between January 2 and 8 during CAW hours. Late submissions cannot be guaranteed a place in the show. **The entry form must be completed and signed; please detach the artwork tag and secure it to your work with masking or artist’s tape.** The entry form serves as your contract for the exhibition.

**FEES AND SALES** Creative Arts Workshop’s commission is 40% of the retail price set by the student. Work not for sale must be clearly designated on the entry form with a stated value for insurance purposes. Work with your instructor if needed to set a realistic value. If no value is stated, we will assign a value of $50.

**LIABILITY AND INSURANCE** CAW will take every precaution in handling artwork. Insurance will cover artwork while on exhibition and through the last designated pick-up date. **CAW assumes no responsibility after the last removal day.** Submission of work accompanied by an entry form to this exhibition shall constitute an agreement on the part of the student to the conditions set forth in this prospectus. Submission to the Student Show includes permission to photograph work for publicity or educational purposes.