

Frequently Asked Questions

Watercolor USA - Springfield Art Museum

Entry Procedure

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Awards and Returns



ENTRY PROCEDURE

Q. Where do I find the entry rules?

A. All rules for entry and application information are on the Watercolor USA 2018 prospectus. Please make sure you read and follow the instructions carefully.

Q. Where is the prospectus located?

A. The prospectus may be found by visiting <http://www.sgfmuseum.org>

Q. When should I enter?

A. Entry for Watercolor USA starts January 4, 2018 and ends March 6, 2018. *Early entry is encouraged.* Questions that you may have about procedures can be answered if you start early.

Q. How can I organize my entry to make the online entry process easier and less time consuming.

A. Read the prospectus thoroughly and jot down relevant information before beginning the application. Make sure to follow the guidelines given. It is also very important to have a valid email address listed as this is the preferred method of contact.

Q. Who do I get in touch with if there are challenges?

For questions relating to the exhibit, you may contact Cindy at the Springfield Art Museum.
417-837-5700 or email: <mailto:cquayle@springfieldmo.gov>

Q. Why am I being asked to write an artist statement?

A. From a viewer's perspective, a bit of insight as to what the piece is about makes a difference between casual observances versus a deeper connection to the piece. Sometimes artists believe that it isn't necessary for art or artist to be understood, however a well written artist statement helps collectors, patrons, and the public understand and gain a deeper respect for your process and technique.

Q. What should I include in my artist's statement?

A. Use your statement to explain your philosophy, process and technique of the artwork. This is also a good opportunity to talk about what inspires you about the medium, the subject, or other reasons for creating the piece. Make your statement brief, but concise. Artist statements must be less than 300 words. Double check spelling and grammar before submitting your statement.

Q. What do I avoid including in my artist's statement?

A. Don't use your statement as a mini biography. Visitors normally lose interest when reading lists of awards, associations, schools, galleries, or other accolades. Visitor feedback indicates that having insight into the creative process is much more interesting than a list of credits.

JURY PROCESS AND SALES

Q. How does the judging take place?

A. All of the judging is done from images that you provide during your entry process. The juror is able to see the image only, hence the term "blind jury". They are not provided with anything other than the image, size and medium. This assures that the jury process remains unbiased by use of names and/or credentials.

Q. When will I be notified of the results of the juror?

A. You may check www.sgfmuseum.org site under *Watercolor USA 2018* for acceptance after March 28, 2018. If you have been accepted, your name and the title of the piece being included into the Watercolor USA 2018 exhibition will be listed. If your name is not listed, your entries have respectively been declined for this year.

Q. When will I be notified if I have won an award?

A. Depending on the type of award, either the museum or the organization issuing the award will be in contact. All award winners will be provided with a press release that may be sent to any local publications of your choosing.

Q. Are the artworks for sale and if so, how do patrons make the purchase?

A. The artworks are available for purchase; however the Springfield Art Museum does not facilitate the sale. Instead, the patron is given contact information of the artist enabling them to deal with the artist directly. The artist determines the details of the sale, price, payments, etc. The museum does not take commission on these sales.

Q. What do I do if I sell my artwork?

A. Please notify the museum by email (cquayle@springfieldmo.gov) if you have finalized a sale of your artwork. It will allow us to release the artwork to the patron at the close of the exhibit. If we do not receive notification, the artwork will be returned to the artist. Under no circumstances is artwork released without consent from the artist.

FRAMING and HARDWARE REQUIREMENTS

Q. How do I prepare my artwork for hanging?

A. All artwork must be ready to hang on the wall using an accepted method for presentation. The most widely accepted method is braided or coated wire between two secure brackets. Saw tooth hangers are not allowed. They are not stable and do not allow artwork to be hung securely and safely. Unframed canvases with finished edges are acceptable, but must have a wire attached to the back.

Q. How do I make sure my art is presentable?

A. Frames should not be broken, bent, cracked, chipped or split. If artwork has a mat with an acrylic covering, the mat should be clean, free of debris including hairs, dirt, or other materials. Use good quality acid free materials when framing your artwork for future generations to enjoy. The acrylic used should be free of scratches, scrapes, and generally in good viewing condition. Acrylic can be purchased with UV protection. This is always advisable. Never ship a piece of artwork that has been glazed with glass.

Q. Can my paper artwork be float mounted?

A. Although float mounting a piece of artwork may look great, it is the type of mounting method that is most likely to fail during shipping. As the pieces are lifted, moved, and stacked during the transportation

process, the mounting method, usually tape or other adhesive, tears away leaving the artwork collapsed within the frame. Artwork is damaged at a higher rate during shipping if this method is used.

Q. How will my 3-D artwork be displayed?

A. Pedestals, shelves, or cases may be required for 3-D artwork. We will make every effort to display a 3-D piece in the way it was intended (ex. uncovered, covered, etc.) however the Curatorial staff reserves all rights to display in a manner that best suits and/or protects the artwork.

SHIPPING

All artwork is to be shipped to:

Watercolor USA
Springfield Art Museum
1111 East Brookside Drive
Springfield, MO 65807
phone: 417-837-5700

Q. What is the best method of shipping?

A. Fed Ex ground, Fed Ex air, or UPS are the primary shippers used by artists. It is easy and free to set up an online account with Fed Ex or UPS. Shipping labels and prepaid return labels may be printed on your home computer printer.

Small pieces may be shipped using USPS, or if an artist is within driving distance, artwork may be hand delivered. Please see prospectus for dates and times for hand deliveries and pick ups.

Q. Will I be notified when my artwork arrives at the museum? -- Did my painting arrive safely?

A. Make sure that you obtain a tracking number with your shipper to receive notification. All packages arriving at the Springfield Art Museum are signed for and logged into the shipper's information as received. You will not be contacted unless there is damage to your piece, or we have not received your piece by the deadline.

Q. What happens if my piece is damaged during transit?

A. After the piece is unpacked, a detailed condition report is created. If there is any damage that can be repaired, the museum will contact the artist immediately to get permission for the repairs. Insurance with your carrier is highly recommended.

Q. How is my artwork returned?

A. All artwork should have a pre-paid return shipping label included with the artwork. Return labels must have a barcode included that is read by the shipper upon pick up. All artwork will be returned by this method. Any artwork not arriving with this pre-paid label will incur extra charges by having their piece shipped back COD.

PACKING ARTWORK

Q. What is the best method for packing my artwork?

A. The preferred type of box is a Strongbox or Air Float box. These are specially designed boxes for shipping artwork. They include an adjustable foam insert which cradles the art on all sides during shipping. Using this method, it is not necessary to use any additional means of packing. These boxes may be used repeatedly and will be returned to the artist using the prepaid return shipping label.

Q. May I use a wooden crate or cardboard box?

A. You may use a wooden crate, however keep in mind that your shipping costs will be significantly higher. A reinforced cardboard box may be used with the proper packing and cushioning. Please note that risk of damage to the artwork is higher using these two methods.

Q. What type of packing materials may be used?

A. **No packing peanuts allowed!** Bubble wrap or bubble wrap bags, Styrofoam sheets, foam rubber egg crate, are all acceptable methods if not using a specialty box. Please refrain from using any type of packing peanuts, wadded up paper, newspaper, or other mixed forms of packing. Please refrain from using excessive tape on your packing materials. Excessive use of tape makes opening your piece risky and time consuming to remove. It can stick to your artwork and makes re-using your packing materials very difficult.

Q. Are there any other tips for packing artwork?

A. Don't pack your artwork so tightly that it is difficult to remove from the box. Doing this will result in a greater risk to the artwork upon removal, or may damage your box for return shipping. Likewise, do not pack your artwork so that it moves too freely in the box. Please use the recommended types of materials and again, refrain from using packing peanuts which are messy and harmful to the environment.

FOLLOWING THE EXHIBIT

Q. When will my artwork be returned?

A. We strive to begin returning artwork within two weeks after the exhibit closes. This is a very time consuming project. Return of artwork is greatly expedited if the above methods of packing and shipping are followed along with the inclusion of the prepaid return shipping label.

Q. Will I receive a catalog of the exhibition?

A. Yes, everyone that enters the exhibit will receive a catalog. Those artists included in the exhibit will receive the catalog included in the box when the artwork is returned. Multiple copies may be purchased by phoning the museum and paying by credit card. Copies may also be picked up in person by visiting the Springfield Art Museum. Artists that entered, but not juried into the exhibit will receive the catalog by mail.

Please address questions to:

Cindy Quayle

Exhibitions Manager

Springfield Art Museum

cquayle@springfieldmo.gov

417-837-5700