



# Frequently Asked Questions (FAQ)

Watercolor USA - Springfield Art Museum

## ENTRY PROCEDURE

### **Q. Where do I find the entry rules?**

A. All rules for entry and application information are on the [Watercolor USA 2021 Prospectus and FAQ](#) (frequently asked questions). Please read both documents and follow the instructions carefully. Any work that falls outside of the guidelines may be subject to disqualification.

<https://www.sgfmuseum.org/246/Watercolor-USA>

A valid email address is required for entry.

### **Q. When should I enter?**

A. Entry for Watercolor USA starts January 4, 2021 and ends midnight CST, February 21, 2021. Due to the extreme volume of entries *early entry is encouraged.* Artists should not sign into the website to enter.

### **Q. What internet browser should I use?**

A. Browser should be **Internet Explorer** or **Google Chrome**. Problems with the entry form and image uploads have occurred when using *Safari* or *Firefox*. Files must be in JPEG format.

### **Q. How should I organize my information and images?**

A. Have information and image files labeled before beginning the application.

Each field will have its own requirements. Fields marked with an asterisk (\*) must be completed.

## **Important Tips:**

\* Label all image files before uploading to the form as follows: Last name\_First name\_Title of Artwork. (Example: Smith\_John\_Portrait in Brown)

Crop images to the edges of the artwork (without frame or background) and oriented properly.

**Digital images must be high quality JPEG's (PC FORMAT) with a resolution of 300 dpi or approx. max digital viewing size of 7" x 7".** File size: less than 3 MB to upload properly on the entry form.

\*\* All work must have been created after January 1, 2020. Work created before this time will be disqualified at any time during the entry process.

\*\*\* If assisting an artist to complete the entry form, enter only the artist's information, not the person that is assisting. Make sure to include a valid email address. All contact will be made by email.

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

A. Use your statement to explain your philosophy, process and technique of the artwork or talk about what inspires you about the medium, the subject, or other reasons for creating the piece. Make your statement brief, but concise. Spell and grammar check before submitting your statement. This statement appears on the label next to your artwork. 150 words or less.

### **Q. How is payment made?**

A. After your entry is properly completed, you will be directed to a secure payment site. Please note that accepted credit cards are: **VISA, MASTERCARD, AMERICAN EXPRESS, or DISCOVER.**

\*Current Watercolor Honor Society members are entitled to a discounted entry. You must mark on the entry form that you are a current WHS member (this will be verified) *and* you must enter the discount code when making payment. This discount code is available by contacting your WHS president or membership

chairperson. Do NOT contact the museum for the discount code or membership status. If full payment is made without entering the discount code, there will be no refunds.

### **JURY PROCESS AND SALES**

**Q. How does the judging take place?**

A. All judging is done from images provided during entry process. The juror is provided with the image, title, size, and medium only. This assures that the jury process remains unbiased by not using names and/or credentials.

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

A. You may visit [www.sgfmuseum.org](http://www.sgfmuseum.org) and click on *Watercolor USA 2021* to view the acceptance status after **March 26, 2021**. If you have been accepted, your *name* and the *title* of the chosen piece(s) will be listed. If your name is not listed, your entries have respectively been declined for this year.

**Q. How 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 by email. All award winners will be provided with a press release that may be sent to any publication(s) of your choosing.

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

A. Artwork may be 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. There is no purchase price listed on the artwork label.

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

A. Please notify the museum by email ([cquayle@springfieldmo.gov](mailto:cquayle@springfieldmo.gov)) if you have finalized a sale of your artwork. 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 braided or coated wire between two secure brackets. Saw tooth hangers are NOT allowed. If a special hanging or mounting method is required, please contact [cquayle@springfieldmo.gov](mailto:cquayle@springfieldmo.gov) for pre-approval or questions.

Label the back of all artwork with Title, Name and contact information.

**NOTE** – We have received many artwork packages (art, glazing, and backing) that have collapsed within the frame when using **flexible** framer’s points to secure artwork into the frame. Please use rigid framer’s points, nails or another secure method, especially if the artwork package is large.

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

A. Frames should not be broken, bent, cracked, chipped or split. If artwork is matted with an acrylic covering, the mat should be clean, free of debris including hair, 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. Never ship a piece of artwork that has been glazed with glass.

**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 artwork 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 or HAND DELIVERIES**

All artwork must be received between March 30 – April 14, 2021 with shipping boxes labeled as follows:

Watercolor USA c/o Cindy Quayle

Springfield Art Museum

1111 East Brookside Drive

Springfield, MO 65807

phone: 417-837-5700

Early shipping or hand deliveries are encouraged. Please see Prospectus for hand delivery times.

### **Q. What is the best method of shipping?**

A. Fed Ex ground, Fed Ex air, or UPS are the primary shippers used by artists. 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 pickups.

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

A. Obtain a tracking number with your shipper to receive notification of delivery. You will NOT be contacted unless there is damage to your piece, or we have not received your piece by the deadline. 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. Any artwork not arriving with this pre-paid label will incur extra charges by having the piece shipped back COD. Do NOT include checks, stamps, or credit card information in lieu of a prepaid shipping label.

## **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 reusable 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. Fed Ex also has an art shipping box available.

### **Q. What type of packing materials may be used?**

A. If not using a preferred specialty box, pack with bubble wrap or bubble wrap bags, Styrofoam sheets, or foam rubber egg crate. Do not use: packing peanuts, wadded up paper, newspaper, or other mixed forms of packing. Refrain from using excessive tape. It can stick to your artwork and makes re-using your packing materials very difficult.

## **FOLLOWING THE EXHIBIT**

### **Q. When will my artwork be returned?**

A. Packing and shipping begins the week after the exhibit closes. Return of artwork is expedited if the above methods of packing and shipping are followed along with the inclusion of the prepaid return shipping label. Please do not request special return times for your artwork.

### **Q. Will I receive a catalog of the exhibition?**

A. Artists in the exhibit will receive the catalog in the art box upon return. Artists not juried into the exhibit will receive the catalog by mail.

Multiple copies may be purchased by phoning the museum 417-837-5700 and paying by credit card. Copies may also be picked up in person by visiting the Springfield Art Museum.

Questions regarding entry which are *not* answered in the **Prospectus** or **FAQ** may be directed to:

Cindy Quayle / Exhibitions Manager

[cquayle@springfieldmo.gov](mailto:cquayle@springfieldmo.gov) or phone: 417-837-5700

## **WATERCOLOR USA HONOR SOCIETY**

### **Q. What is the Watercolor USA Honor Society?**

A. The Watercolor USA Honor Society was formed in 1985 to cultivate and promote an interest in watercolor painting through Watercolor USA. For more on their history go to

[www.watercolorusahonorsociety.org](http://www.watercolorusahonorsociety.org)

### **Q. How do I become a member of the Watercolor USA Honor Society?**

A. To become a member of WHS, an artist must meet one of the following three requirements:

- 1) Any artist granted a juror-selected award from Watercolor USA, or whose paintings are purchased for the permanent collection of the Springfield Art Museum
- 2) Any person serving as juror of Watercolor USA is eligible for membership
- 3) Effective 2000, any person accepted into 3 exhibitions of Watercolor USA (year 2000 or later) will be eligible for signature membership.

For more information on membership in WHS, please contact Carole Hennessy at [cjhennessy@comcast.net](mailto:cjhennessy@comcast.net)