



## Frequently Asked Questions (FAQ)

### Watercolor USA - Springfield Art Museum

#### ENTRY PROCEDURE

- \* On-line entry only. All rules for entry and application information can be found on Watercolor USA 2022 Prospectus *and* FAQ. Please read both documents and follow the instructions carefully. Any work that falls outside of the guidelines may be subject to disqualification. <http://www.sgfmuseum.org>
- \* Entry for Watercolor USA starts January 3, 2022 and ends midnight CST, February 22, 2022. Due to the extreme volume of entries *early entry is encouraged*. Do not use the sign in option or create an account to enter the competition. A valid email address is required for entry.
- \* 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 orient properly. Digital images must be a high-quality JPEG with a resolution of 300 dpi / File size: less than 3 MB
- \* Browser- use **Google Chrome** (preferred) or Internet Explorer. Problems with the entry form and image uploads have occurred when using *Safari* or *Firefox*. Files must be in JPEG format.
- \* All work must have been created after January 1, 2021. Work found to be 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.
- \* Artist Statement- 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.
- \* Payment - 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. Your entry is not complete without payment.
- \* Watercolor Honor Society members are entitled to a discounted entry. You must mark on the entry form that you are a current paid up WHS member *and* you must enter the discount code when on the Payment page. 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.
- \* After entry and payment are complete, no modifications of entries are allowed. Double check that all information is correct before submitting.

## **JURY PROCESS AND SALES**

\* All judging is done from images provided during entry process. The juror is provided with the image, title, size, and medium only.

\* **RESULTS** - March 23, 2022, visit [www.sgfmuseum.org](http://www.sgfmuseum.org) and click on *Watercolor USA 2022* to view the acceptance status. 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 been respectively declined for this year.

\* Awards - Depending on the type of award, either the museum or the organization issuing the award will be in contact by email.

\* Sales - Artwork can be available for purchase; however, the Springfield Art Museum does not facilitate sales. 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 and no price is provided.

Please notify the museum by email ([cquayle@springfieldmo.gov](mailto:cquayle@springfieldmo.gov)) if you have finalized a sale of your artwork. You will be provided a form to fill out authorizing the buyer to pick up the artwork at the close of the exhibition. 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 and a pickup form from the buyer.

## **FRAMING and HARDWARE REQUIREMENTS**

\* 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.

\* 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 during shipping 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 or heavy.

\* Frames should not be broken, bent, cracked, chipped, or split. The mat should be clean, free of debris including hair, dirt, or other materials. Use good quality acid free materials when framing your artwork. The acrylic should be free of scratches, scrapes, and generally in good viewing condition.

\* No glass allowed when shipping.

\* 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.

## **DELIVERIES**

### **HAND DELIVERIES**

Hand deliveries will be accepted starting April 5 – 8 and April 12 – 14 between 10 AM until 4 PM.

No deliveries accepted on Monday, Saturday or Sunday.

### **SHIPPED DELIVERIES**

All shipped artwork must be received between March 30 – April 14, 2022 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

\* You will *NOT* be contacted unless there is damage to your piece, or we have not received your piece by the deadline. *Please do not contact the museum for this information.* Obtain a tracking number with your shipper to receive notification of delivery.

\* Shipping- 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 note dates and times for hand deliveries and pickups listed on Prospectus.

\* All artwork must have a pre-paid return shipping label from your shipper included with the artwork. 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**

\* The preferred type of shipping 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 wrapping or packing. Fed Ex also has an art shipping box available.

\* If not using a preferred specialty box please use a sturdy box! Pack with bubble wrap, 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.

### **AFTER THE EXHIBIT**

\* 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. Preplan returns and do not request special return dates for your artwork.

\* All artists will receive one catalog. Multiple copies may be purchased and mailed by phoning 417-837-5700 and paying by credit card, or hand picked up at 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. Email preferred.

### **WATERCOLOR USA HONOR SOCIETY**

\* 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)

\* 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)