



## 64<sup>th</sup> Annual Member Show: Islands of Diversity Prospectus

**Location:** Honolulu Hale Courtyard • 530 King St., Honolulu, HI 96813

**Show Dates:** August 19 – September 12, 2024

**Show Hours:** Open to the Public during business hours

Monday – Friday      8:30 am to 4:30 pm

Saturday - Sunday    Closed

### Important Dates

- **Entry:** Digital submissions due via email: Saturday, **July 27 by 9:00 pm** to [windwardartistsguild@gmail.com](mailto:windwardartistsguild@gmail.com). See form on p. 4. Be sure that the email address is correct and includes an “s” on the end of artists.
- **Notification of Acceptance:** By Monday, August 5.
- **Intake:** Thursday, August 15, 8:30 – 10:30 am.
- **Reception:** Thursday, August 22, 4:00 – 6:00 pm. Awards will be given.
- **Pickup:** Thursday, September 12, 9:30 am -12:30 pm. Please be prompt so that Honolulu Hale can be prepared for the next exhibition. There are no facilities for storing art that isn’t picked up.

**Theme: *Islands of Diversity.*** Artists are encouraged to explore all interpretations of the concept of diversity including, but not limited to, cultural, environmental, geological, biological, spiritual, and visual, etc. All two- and three- dimensional media may be entered.

**Juror: Robert Mace.** *“I have no formal or academic training in art. However, I have spent the last 15 years immersed in the local art scene here on Oahu. During this time, I have been a creator, collector and sometime curator. As a creator of art, I have been in several group exhibits, and a few solo exhibits, in galleries around Oahu, including Louis Pohl Gallery, ARTS at Marks Garage, Downtown Art Center and Cedar Street Galleries. As a collector I have collected mostly Hawaii based artists, both established and emerging. I co-curated one of the first exhibitions at the Downtown Art Center “Artists in Our Collection” with my associate MaryAnne Long. I currently volunteer at both the Downtown Art Center and Arts at Marks Garage. I can often be spotted meandering along Nuuanu Street between these two locations, cane in hand, taking in the art vibes in Honolulu Chinatown. I can be found on Facebook. I am honored to be trusted with the task of Jurying this exhibition. Mahalo.”*

**Awards:** Susan Rogers-Aregger Best In Show, 1<sup>st</sup> Place, 2<sup>nd</sup> Place, 3<sup>rd</sup> Place, and three Honorable Mentions.

**Entry Fee:** \$25 for up to three (3) pieces. There is limited room for large pieces and if several large pieces are entered by the same artist, it might not be possible to accept all of them.

### Eligibility:

- Entering artists must be WAG members in good standing. Membership is based on the calendar year, from January to December. The annual membership fee is \$30. Full-time student membership is \$15 with a current student ID card from a college, university, or high school. To join or renew online, click on this link for the membership application

<https://windwardartistsguild.org/membership>. A printable copy is also attached to this Prospectus which you may include with a check if you are physically mailing your entry form. If you're unsure about your membership status, contact Tee Norris, WAG Membership Chair, at [windwardartistsguild@gmail.com](mailto:windwardartistsguild@gmail.com).

- All work you submit must be original; we will not accept work produced under instruction or copied from another's work or from copyright references. Original works only will be accepted. Giclées and multiple printings will not be accepted. For photography and digital art, the work submitted must be the first print.
- Hanging work will be displayed on standing panels, the side walls of the courtyard, or the perimeter columns. Smaller 3D work will be displayed on pedestals with acrylic covers. If your artwork weighs over 20 pounds or requires special installation, plan to stay for at least an hour to help us install your work.
- Your 2D work must be framed or have finished edges and be wired properly for hanging (**please see the Hanging Guidelines on p. 8 of the prospectus**). No wet work will be accepted. Make sure your paints dry in time for submission. Acrylic instead of glass is highly recommended.
- None of the artwork should be controversial. This is a public venue and appropriate art does not include nudes, politics, religion, etc.
- There is a maximum of three (3) entries per artist. Sets are counted as individual pieces, i.e., diptychs are two pieces, triptychs are three pieces.

**Conditions:** The Windward Artists Guild seeks to have shows that exhibit artwork of high quality. As such, Windward Artists Guild reserves the right to exclude from its shows any artwork that is deemed to be poorly made, or of insufficient quality. No copies of public material will be accepted. Acceptance of unusual entries shall be at the discretion of the juror or exhibit chairs. No fees will be refunded for pieces not selected.

- Windward Artists Guild will facilitate all sales and accept a 15% donation on any artwork sold. Because Honolulu Hale is a City & County building, no sales will be allowed on site. We are allowed to have price lists available, but not to post prices on the wall labels. WAG has requested permission (pending) to include a QR code on each label that will connect the potential buyer to an online catalog. Artists must arrange to get the artwork to the buyer.

If a buyer becomes interested in the artist's work at the exhibit but waits until after the show closes to purchase directly from the artist, the artist may donate 15% to WAG.

- All possible care will be taken in handling and showing of work. By entering the exhibition, the artist understands and accepts that the Windward Artists Guild, the management of Honolulu Hale, or any receiving agent, will not be liable for loss, theft, or damage to any work of art submitted to the exhibition. Insurance is the responsibility of the artist. Submission of artwork implies acceptance of all conditions.
- By submitting artwork in the exhibition, an artist gives Windward Artists Guild permission to use the artist's name, image, and images of their artwork in WAG publications and for all WAG publicity and public relations purposes.

## Submissions:

- Digital images of all artwork must be emailed to [windwardartistsguild@gmail.com](mailto:windwardartistsguild@gmail.com) with the Subject "WAG Islands of Diversity" by 9:00 pm on Saturday, July 27. Images must be larger than 1000px in the smallest dimension. If you have multiple images, you may send them together but do not exceed 20 MB in total for the email. You may include your entry form and membership form if needed. Send separate emails if necessary to stay under 20 MB. **Please title each digital image as follows: ArtistLastName-Title-FinishedSize.jpg.**
- Here are a couple of sources for tips on producing good digital images:
  - <https://www.aapgh.org/blog/photography-tips>
  - <https://artswestchester.org/art-matters/8-tips-for-photographing-artwork-with-an-iphone/>
- Help us make typo-free labels by typing your information in your email like this:  
Title of Piece  
Artist Name  
Medium  
Size  
Price
- You can access helpful information and pay the entry fees on the WAG website. Look under Exhibits: Call for Entry.
- Fill out the entry form and email a scanned copy – OR – download the fillable PDF entry form on the website, save with your name in the file name, and email that to [windwardartistsguild@gmail.com](mailto:windwardartistsguild@gmail.com). **Be sure that the email address is correct and includes an "s" on the end of artists.** If you don't receive an email acknowledgement within two days, contact Liz Corbin at [lizcorbinart@gmail.com](mailto:lizcorbinart@gmail.com).
- If you prefer, you can mail the original form with a check for your entry fee and membership fee (if needed) to: Windward Artists Guild c/o Liz Corbin, 47-215 Iuiu St., Kaneohe, HI 96744.

**Intake Day:** Thursday, August 15, 8:30 – 10:30 a.m. Only artists who have been notified that their works have been selected should bring their work to Honolulu Hale on this date. Deadline is 10:30 am. No late entries accepted. Remember to stay until your piece is installed **if** your piece weighs more than 20 lbs. or has special installation requirements

**Pickup Day:** Thursday, September 12, 9:30 – 11:30 am. Be sure to make arrangements if you are not able to pick up your art personally and let us know who will be responsible, including a cell number if they are not one of the participating artists. Please be aware that we have no storage facilities for unclaimed art.

**Parking:** You may park in front of Honolulu Hale for drop-off and pickup only. If you plan to stay for more than a few minutes, you must find parking. There is metered public parking under the Kalanimoku Building just mauka of Honolulu Hale (entrance on Punchbowl) and the City & County Garage behind the Fasi Building (entrance on Alapai Street).

**Questions?** Call Liz Corbin at 808-255-1560 or email her at [windwardartistsguild@gmail.com](mailto:windwardartistsguild@gmail.com). Please review the Entry and Eligibility Rules carefully as the entry fee is NOT refundable.

**ENTRY FORM AND LIABILITY WAIVER**  
**Windward Artists Guild 64<sup>th</sup> Annual Member Show**

Join or renew your membership online: <https://windwardartistsguild.org/membership>

Please make a copy of this form and retain it for your records.

Type or Print Clearly

Date \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_

Phone No. \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

	Title	Medium	Size	Price
1				
2				
3				

**Fees:**

For up to three (3) \$ 25.00

Membership (new or renewal)

\$30 for regular membership, \$15 for students \$ \_\_\_\_\_

**Total submitted:** \$ \_\_\_\_\_

Check or PayPal **(circle one)**

**Liability Agreement:**

I will NOT hold Windward Artists Guild or the City & County of Honolulu, its agents, servants, representatives, employees, and managers of this exhibit responsible for any claim arising from damage, theft, or loss of artworks for any reason whatsoever.

I accept the responsibility of obtaining my own insurance for all artwork listed above.

As a condition of exhibiting in WAG's 64<sup>th</sup> Annual Member Show, artists agree to give WAG permission to use artist's name, image, and images of their artwork in WAG publications, WAG website, and any WAG publicity and public relation purposes.

**YOU MUST SIGN THIS WAIVER OF LIABILITY FORM TO PARTICIPATE IN THE SHOW.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

## I.D. TAGS

Fill out, cut out and place on the back of your art, lower left-hand side.  
Please print legibly.

ARTIST _____ PHONE # _____
TITLE _____
MEDIUM _____
PRICE _____
ARTIST _____ PHONE # _____
TITLE _____
MEDIUM _____
PRICE _____
ARTIST _____ PHONE # _____
TITLE _____
MEDIUM _____
PRICE _____

## WAG MEMBERSHIP FORM

1. Full Name:
2. What media do you use (ie oil painting, collage, acrylics, ceramics, glass, etc...)?
3. Email Address (mark one to opt in to the correct mailing list):
  - I am an artist (we will send information for shows and workshops to you)
  - I am a supporter (we will send you a notice of upcoming shows, but no entry forms or workshop notices)
4. Do you want to receive the quarterly newsletter (circle one)? Yes    No
5. Mailing address:
6. Telephone number:
7. Website (optional: we will post this on the WAG site on the "Members" page):
8. If you have any questions, you can ask us here

9. Volunteer Questionnaire: WAG is a non-profit whose mission is to stimulate interest in the arts through shows, grants, and workshops. Much of the activity is accomplished through the generous volunteer hours of our members.

Please indicate if you are willing to help us, even if you only have a limited amount of time to contribute.

I am interested in helping out in the following ways (check all that apply):	
<input type="checkbox"/> President <input type="checkbox"/> Vice President <input type="checkbox"/> Secretary <input type="checkbox"/> Treasurer <input type="checkbox"/> Membership <input type="checkbox"/> Exhibits	<input type="checkbox"/> Hospitality <input type="checkbox"/> Intake <input type="checkbox"/> Promotion/Media <input type="checkbox"/> Webmaster <input type="checkbox"/> Education/Grants <input type="checkbox"/> Workshops Coordinator
I have the following skills that I would be willing to volunteer:	
<input type="checkbox"/> Typing/office software/writing <input type="checkbox"/> Shopping/bringing supplies <input type="checkbox"/> Media (promotional) <input type="checkbox"/> Locate Possible Display Spaces <input type="checkbox"/> Teach a workshop subject_____	<input type="checkbox"/> Hanging Paintings <input type="checkbox"/> I know a possible Juror/Curator (name)_____
<input type="checkbox"/> Photoshop/Layout <input type="checkbox"/> Coordinate charitable grants <input type="checkbox"/> Website maintenance/design	<input type="checkbox"/> I know a possible teacher to suggest for a WAG workshop (name)_____
	<input type="checkbox"/> Other (please explain): _____ _____

Referred by: \_\_\_\_\_

## Preparing Your Artwork for Hanging

Please be sure that frames, mats, and glass/acrylic are all clean and use good materials on the back of your pieces to assure a professional impression for your clients. Inadequate or improperly installed hardware on the back of a piece might result in it being rejected.

- The "gold standard" of painting hanging hardware is D-rings and coated wire. Less ideal but still good is uncoated picture wire and eye screws (if installed properly). You can also mix and match and use uncoated wire with D-hooks, etc.



These are all available from a number of suppliers and come in different sizes to handle all sizes and weights of paintings.

- Unacceptable hardware includes string, thread, alligator or sawtooth hangers, and regular screws or nails (the wire can easily slip off of regular screwheads or nail heads).
- Eye hooks should be placed so that they do not interfere with a painting lying flat against the wall.
- Visible wires will not be accepted. All wires should be tight enough so that hangers and wires are concealed by the painting and have enough wrapping at the ends to assure a secure wire. Wires that are too short or attached poorly with only a loop or two will not safely stay on the wall. A general rule of thumb is that the D-hooks or eye screws should be attached to the frame about 1/3 of the height of the frame from the top, e.g. for a 12-inch high frame, the hardware would be attached about 4-inches from the top.
- Check out these YouTube videos for guidance on installing the hanging hardware.

How to apply d-rings and coated wire: <https://www.youtube.com/watch?v=-ThspVqHlok>

How to use eye hooks and normal wire:

<https://www.youtube.com/watch?v=LBnqLeEi2k&t=159s>

- Plexiglass is better than regular glass though both will be accepted.
- Please make sure your mats and art pieces are adequately adhered with acid-free adhesives so that your paper works do not become crooked within the frame.
- If you have questions about acceptable hardware or techniques for framing DIY, feel free to call or text Liz Corbin at 808-255-1560. Emails can be sent to [windwardartistguild@gmail.com](mailto:windwardartistguild@gmail.com) any day, any time. Please allow a day or two for a response.
- If you decide against DIY, there are many talented and affordable framers on-island as well who may be able to frame things for you, but you will need to approach them with sufficient time.