



Windward Artists Guild members are invited to be part of our 65th Annual Member Show at the Ho'omaluhia Botanical Gardens Art Gallery. WAG members may enter up to two (2) 2-D or 3-D pieces with no entry fee.

Important Dates

- **Show Dates:** October 2 – 30, 2025. Gallery hours are 9:30 am – 3:30 pm daily.
- **Submission:** Members are invited to submit up to two (2) pieces of art. The entry form with title, medium, size and price, is due on Wednesday, **September 17** (see form on p. 4).
- **Intake:** Wednesday, **October 1, 9:30 – 11:30 am. NO WORK WILL BE ACCEPTED AFTER 11:30 am. PLEASE BE MINDFUL OF THIS SCHEDULE SO NO ONE IS DISAPPOINTED.**
- **Reception to Meet the Artists,** Sunday, **October 5, 12:30 – 3:30 pm.** Details to follow.
- **Pickup:** Friday, **October 31, 9:30 am – 12:30 pm.** Please be prompt so that the Gallery can be prepared for the next exhibition. There are no facilities for storing art that is not picked up.

Submission

Please complete the attached entry form and email it to windwardartistsguild@gmail.com by midnight on Wednesday, September 17. If you prefer to send it by USPS, mail it to:

Windward Artists Guild
c/o Liz Corbin
7549 Puumahoe Place
Honolulu, HI 96825

Eligibility: Entering artists must be WAG members in good standing. Remember, all memberships are for the calendar year, so be sure to renew or join in order to be in this show if your membership isn't current. If you were in the Spring Show at Ho'omaluhia, you're all set. If you're not sure of your status, contact our VP of Membership Tee Norris at teenorrisart@gmail.com. To renew/join WAG, 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 renew/join, click on this link for the membership application and instructions: <https://windwardartistsguild.org/membership>

Conditions:

1. The Windward Artists Guild aims to present exhibitions featuring artwork of high quality. As such, the Windward Artists Guild reserves the right to exclude from its shows any artwork that is deemed to be poorly made, or of insufficient quality. Acceptance of unusual entries shall be at the discretion of the curators. No work depicting nudity will be allowed at this venue.

2. All work must be original; we will not accept work produced under instruction or copied from another's work or from copyright references. Only original works will be accepted. Giclées and multiple printings will not be accepted. For photography and digital art, the work submitted must be the first print.
3. The Windward Artists Guild will facilitate all sales and accept a 15% donation for any artwork sold. Because Ho'omaluhia Botanical Garden is a City & County facility, no sales will be allowed on site. There will be **QR code** on each wall label that will connect the potential buyer to an online catalog. There will be a printed catalog available listing the artwork, but without prices. A price list will be in the Sitters' Book for reference. Artists must arrange to get the artwork to the buyer and may replace the artwork with a piece comparable in size. 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.
4. All possible care will be taken in handling and displaying the art. By entering the exhibition, the artist understands and accepts that the Windward Artists Guild, the management of the Ho'omaluhia Botanical Gardens, 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 artists. A Liability Waiver is included on the Entry Form.

Submission: Entry forms and digital images of all artwork must be emailed to windwardartistsguild@gmail.com with the Subject "WAG Member Show" by midnight on Wednesday, September 17.

- 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. **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.
- 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. **Please title each digital image as follows: ArtistLastName-Title-FinishedSize.jpg.**
- Help us make typo-free labels by typing your information in your email like this:
Title of Piece, Artist Name, Medium, Size, Price.
- If you prefer, you can mail the original form to: Windward Artists Guild c/o Liz Corbin, 7549 Puumahoe Pl., Honolulu, HI 96825.

Display Regulations for Two-dimensional work:

- Members may enter up to two pieces of art, **EITHER**:
 - One (1) piece not to exceed 36 inches in width, e.g. 24"h x 36"w **or** 48"h x 36"w
- OR**
- Two (2) pieces, not to exceed 36 inches in **combined** width, e.g., 10"h x 12"w **and** 18"h x 24"w
- Entries must be framed or have finished edges, i.e., the image extends onto the edges, or they are painted a solid color. Watercolors, pastels, drawings, photographs, and prints must be under plexiglass (recommended) or glass or otherwise protected.

- Entries must be suitable for hanging. Wire must be securely attached to each side of the back. For safety reasons, **string and saw tooth hangers will not be accepted**. The Windward Artists Guild reserves the right to refuse entry of any work that may be insecurely mounted or deemed to be a hazard. **A refresher on best practices for preparing artwork for hanging is provided at the end of the Prospectus (p. 6).**
- **NO WET WORK** will be accepted.
- Fiber art should have a dowel bar for hanging each piece or a stand for display on a podium.
- If you have specific instructions for hanging or display, please attach these to your piece.

Display Regulations for Three-dimensional work:

- Entries must be safe and secure for display.
- Size must not be heavier or larger than that which can be carried by one person and fit through an ordinary door. For work exceeding 25 pounds, the artist must provide a dolly for use of the curator.
- Entries over 50 pounds must be installed by the artist.

Sitting the Show: There will be two shifts each day, with two artists per shift. In our last show at Ho'omaluhia, it worked out to about two shifts each, although some artists enjoyed it so much, they signed up for more. A sitting schedule will be set up for participants to select their preferred shifts. If an artist is unable to take any shifts, we can find a solution so that it isn't a barrier to participation.

QUESTIONS? If you have any questions or concerns, please contact Liz Corbin, VP of Exhibits, at lizcorbinart@gmail.com.

ENTRY FORM AND LIABILITY WAIVER Windward Artists Guild

Show Title: 65th Annual Member Show 2025

Please complete this form and email it to windwardartistsguild@gmail.com by September 17. If you prefer to send it by USPS, please mail it to:

Windward Artists Guild, c/o Liz Corbin, 7549 Puumahoe Pl., Honolulu, HI 96825

You may 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: Name _____ Email _____

Cell Phone _____ Address _____ City _____ Zip _____

	Title	Medium	Size	Price
1				
2				

Fees: No charge for entering the Member Show.

Liability Agreement

I will NOT hold Windward Artists Guild or Ho'omaluhia Botanical Garden Art Gallery, its agents, servants, representatives, employees, and managers of this exhibit responsible for any claim arising from damage, theft, or loss of art works 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 65th Annual Member Show 2025 at Ho'omaluhia Botanical Garden Art Gallery, 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 (OR RETYPE YOUR NAME IN THE SPACE BELOW) THIS WAIVER OF LIABILITY FORM TO PARTICIPATE IN THE SHOW.

Signature _____ Date _____

I.D.TAGS

These labels are provided for your convenience. You may use other labels that provide the same information. There's no need to send them in with your entry form.

Fill out, cut and place on the back of your 2D art, lower left-hand side or the bottom of 3D artwork. You may adjust the size if necessary. Please print legibly.

ARTIST _____ PHONE # _____
TITLE _____
MEDIUM _____ PRICE _____

ARTIST _____ PHONE # _____
TITLE _____
MEDIUM _____ PRICE _____

Preparing Your Artwork for Hanging

Please be sure to 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 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 to be 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=LBnqLeEil2k&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 or Wendy Roberts at 808-753-2387 (phone calls to Wendy after 10 am any day after January 12 please). Emails can be sent to lizcorbinart@gmail.com or wendy@wendyrobertsfineart.com any day, any time. Please allow a day or two for a response.
- If you decide against DYI, 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 ASAP considering our short lead time.