



April 10, 2024

Dear Artist,

Congratulations! I am pleased to inform you that one of your artworks you entered was selected by Juror Ken Call for the *56th annual Watercolor West International Juried Exhibition*. You must reply that you received this notification—see below.

The final steps are below. Please read and complete all forms.

- Verify that you have correctly identified the painting that was selected.
- Frame according to Watercolor West's framing requirements.
- Complete required paperwork (included here) especially the *Coastline College Art Gallery Loan Agreement*. This is a form that must be fully completed and signed before Watercolor West and Coastline College Art Gallery will accept your painting.
- Deliver to Coastline College Art Gallery or ship the painting to UOVO Fine Arts Services.
- Pass the inspection by the Watercolor West Screening Committee.

### **1. Identifying Selected Painting**

Go to Watercolor West [www.watercolorwest.org](http://www.watercolorwest.org) Click on “*Exhibition Results*” for a list of the accepted artists and the titles of the accepted paintings. It is especially important if you entered more than one painting as no substitutions are allowed.

You can also download and print the Artist Label, Coastline College Art Gallery Loan Agreement and other forms you might need from the website.

**Please acknowledge receipt of this notification NO LATER THAN APRIL 12. Email Paula Hambleton, [WWPaulaH@gmail.com](mailto:WWPaulaH@gmail.com). If you are shipping your painting, include the insurance value in the email (needed for UOVO Fine Art Services).**

### **2. Framing**

Requirements from Watercolor West :

- Framed painting and mat(s) must be properly secured in position, with both the interior and the exterior of the frame clean and free of debris, stains, scratches or breaks.
- Plain wood or metal frames with generally flat front and side surfaces. No shiny metallic frames.
- Flat finish in black or neutral colors only such as beige, ivory, taupe, grey and shades of white or traditional stained wood shades such as walnut, pecan. No bold colors.
- Frame front face may be up to 2" inches (5.08 cm) wide, and sides up to 2 inches deep.
- Only white or off white mats, single or double matted. No colored liners.
- Plexiglass only. No glass.
- Ready to hang with proper picture hanging wire attached. No saw-tooth hangers.

Framed paintings not adhering to the Watercolor West framing requirements will be disqualified and returned at owner's expense. Exhibition fees are not refundable.

### 3. Paperwork

Attached here are the required forms for participation in the Watercolor West Exhibition. The forms and additional information can also be found online at [www.watercolorwest.org](http://www.watercolorwest.org)

- Artist Label: Complete the Artist's Label and tape it to the back of your painting on the top right side.

**In a large manila envelope with your name on it include the following documents:**

- Coastline College Art Gallery Loan Agreement— Complete and sign.
- Artist Bio: Submit a one-page bio describing your art background, experience and anything that you might want a viewer to know about you. Print your bio on a single sheet of 8.5"x11" paper. Do not fold it.
- Authorization for Third Party Pickup
- Artist's Agreement
- (If you will be shipping your painting, include a check made out to Watercolor West for \$65 to cover storage and handling)

**If you are SHIPPING your painting prepare a second smaller envelope for UOVO Fine Art Services and include the following**

- Artist information for Shipper Agent (UOVO)
- Prepaid return shipping label.  
(See further instructions below)

### 4. Artwork Delivery and Pickup/Return

#### A. Hand delivery:

You or your representative may hand deliver your framed painting to:

**Coastline Community College Art Gallery**

**1515 Monrovia Ave., Newport Beach, CA**

on Friday, June 7, 2024 from 10 am to 3 pm or on Saturday June 8 from 10am to Noon.

Be sure the Artist Label is completed and attached to upper right of painting. The large manila envelope holding the Coastline Community College Gallery Loan Agreement, Artist's Agreement, Artist Bio, and Authorization for 3rd Party Pick-up if required should be taped to the hanging wire.

Pick up hand delivered painting on Saturday August 3 2024, 1-4 pm

Coastline Community College Art Gallery

1515 Monrovia Ave.,

Newport Beach, CA

#### B. Shipping:

Your painting may be shipped by FedEx or UPS **only** to UOVO Fine Art Services for storage and handling. A check for the fee of \$65 should be made out to Watercolor West and included in your large manila envelope taped to the hanging wire on your painting's frame.

# ARTIST'S LABEL

56th Watercolor West International Juried Exhibitions

July 6, - August 3, 2024

Coastline Community College Art Gallery

Please complete. Attach to the **upper right corner** of the back of the painting.

Artist Name \_\_\_\_\_

Phone \_\_\_\_\_

Painting Title \_\_\_\_\_

Sales Price or NFS (not for sale) must correspond to original entry \$\_\_\_\_\_

# Artist's Agreement

56th Annual Watercolor West International Exhibition

Dates: July 6, 2024 - August 3, 2024

As an artist whose work has been selected to be included as part of this exhibition, my signature below is my affirmation that I understand and accept the following:

I have followed the rules and explanations of the Prospectus, including the Plagiarism and Transparent Watercolor statements and agree to the terms and expectations with regard to my entered artwork.

I grant photo release and publicity permission to Watercolor West to publish on its website, the Exhibition Catalog, news articles or other media, my name, image, location and photo of my artwork for promotion and publicity.

I understand my painting must remain in the show until the final day of the exhibition.

**I understand there is No commission/fee charged by Coastline College Art Gallery.**

It is my responsibility to handle all aspects of any sales transaction.

I will inform Watercolor West if a Third Party will be picking up my painting in writing using the provided form.

I shall indemnify and hold Coastline College and Watercolor West, their officers, staff and volunteers harmless from any and all claims, costs and liabilities for any damage to artwork, personal injury, or death or other damage which is the result of handling and displaying the artwork at the Coastline College Art Gallery.

Signature:

Date:

Artist Name:

Address:

Name of Artwork:

## **AUTHORIZATION FOR THIRD PARTY PICKUP**

56th Watercolor West International Juried Exhibition  
July 6 to August 3, 2024  
Coastline Community College Art Gallery

If you will not be available to pickup your hand-delivered painting on Saturday, August 3, 1 pm - 4 pm, list the person you authorize to pick up your painting from the Coastline College Art Gallery. Identification will be requested at the time of pickup.

Name of Authorized Person \_\_\_\_\_

Phone \_\_\_\_\_

Exhibiting Artist's Name \_\_\_\_\_

Painting Title \_\_\_\_\_

Framed size: Height: \_\_\_\_\_ Width \_\_\_\_\_

Exhibiting Artist's Signature \_\_\_\_\_

Date \_\_\_\_\_

56th Watercolor West International Juried Exhibition

**ARTIST'S INFORMATION FOR SHIPPER AGENT**

UOVO Fine Art Services

Please complete the information below

Name \_\_\_\_\_

Street Address (no PO Box) \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Title of Painting: \_\_\_\_\_

Insurance Value: \_\_\_\_\_

Frame dimensions in inches: H \_\_\_\_\_ W: \_\_\_\_\_

Shipped Via:  UPS  FedExAir  FedEx Ground

Return Shipping Charges:  **Prepaid Shipping Label Enclosed with Painting**

FedEx Account Number \_\_\_\_\_

UPS Account Number \_\_\_\_\_

*Use may cut out and use the following “labels” to identify the required manilla envelope(s) for Watercolor West, and/or UOVO (the shipper agent).*

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## UOVO Fine Art Services

YOUR NAME \_\_\_\_\_

- Contents: 1) Return Shipping Label (UPS or FedEx)  
2) Artist’s Information for Shipping Agent

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## Watercolor West Artist Envelope

YOUR NAME \_\_\_\_\_

Contents:

- 1) Artist Agreement
  - 2) Authorization for Third Party Pickup
  - 3) Coastline College Art Gallery Loan Agreement
  - 4) Artist Bio (one page, don’t fold)
  - 5) If painting was shipped, a check for \$65 made out to Watercolor West for receiving and handling
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Include your return shipping label and Artist Information for Shipping Agent page in the smaller **UOVO envelope**, also taped to the hanging wire. **Your painting must arrive at UOVO between May 6 -13.** Do NOT ship directly to Coastline Community College. Ship to:

UOVO Fine Art Services  
1315 S. Allec Street  
Anaheim, CA 92805  
(213) 660-5742

After the close of the Exhibition, shipped paintings will be picked up by UOVO on or about August 5, 2024, and returned in the containers they arrived in. Allow at least three weeks for the container to arrive.

### **5. Final Review**

- The WW Screening Committee will examine all delivered paintings for compliance with its Exhibition requirements.
- Watercolor West and Coastline Art Gallery will review all delivered paintings for conformance with its framing specifications.
- The artwork must be the very same unchanged painting that was entered online. Alterations or substitutions of any kind may result in exclusion from this Exhibition and affect your eligibility to enter Watercolor West Exhibitions in the future.
- The sales price stated at entry may not be changed.
- Works not adhering to the specifications will not be exhibited and will be returned at the artist's expense.
- Exhibition entry fees will not be refunded.
- The decisions of the WW Screening Committee and of the Coastline College Art Gallery are final.

**Please review and follow the instructions. Complete all required forms.**

We hope you will be able to join us at the opening reception at the gallery July 6, 2024, from 5-7 pm. Award winners will be announced and posted on our website. Gallery hours will be updated on the website. The Exhibition Catalog will be handed out to all entrants and members present at the opening, and mailed to those unable to attend.

We look forward to seeing your painting in the exhibition!

Paula Hambleton, Exhibition Chair  
WWPaulaH@gmail.com





1515 MONROVIA AVE. • NEWPORT BEACH • CA • 92663

*LOAN AGREEMENT*

<b>YOUR NAME</b>			
<b>Email Address:</b>			
<b>Phone:</b>			
<b>NOTE</b>			
<b>Exhibition Title:</b>	<b>Watercolor West</b>		
<b>Exhibition Date(s):</b>	June __, 2024 - August __, 2024		
<b>Insurance: To be carried by Coastline College while on site.</b>			
<b>PLEASE SIGN HERE:</b>	<b>Date</b>	<b>Received by:</b>	<b>Date</b>
		<i>Art Gallery</i>	
<b>Lender and Borrower have read and agree to the attached conditions and certify that they are authorized to agree thereto.</b>			
<b>PLEASE SIGN HERE</b>	<b>Date</b>	<b>Released by:</b>	<b>Date</b>

<b>Artist:</b>		
<b>Title/Year:</b>		
<b>Medium:</b>		
<b>Condition:</b>		
<b>Value:</b>	NFS	For Sale

## LOAN AGREEMENT CONDITIONS

### CARE AND PRESEVATION

Property of the Lender loaned to the Borrower shall be given proper care to insure against loss, damage or deterioration. The Borrower agrees to meet any special requirements for installation and handling. The Lender is to be notified immediately if damage or loss is discovered. If damage occurred in transit, the Borrower will also notify the carrier and will save all packing materials for inspection. Items may not be altered, cleaned, repaired or fumigated without the written permissions of the Lender, nor may framing, matting, mounting or glazing be performed on any items without written permission from the Lender. No items may be examined by scientific methods without written permission from the Lender. Precautions shall be taken to protect borrowed items from fire, theft, mishandling, and extremes of light, temperature, and humidity while in the Borrower's custody. The Lender and the Borrower understand and agree that all tangible objects in the world, including the borrowed items, are subject to gradual inherent deterioration for which neither party is responsible. Items may be handled only by experienced personnel.

### PACKING AND TRANSPORTATION

The method of packing and transportation arrangements for the property on loan must be agreed upon by the Lender and the Borrower. The Lender warrants that the items on loan to the Borrower are in good condition to withstand ordinary strains of packing, transportation and handling. The Borrower agrees to meet any special arrangements for packing and shipping. Unpacking and repacking must be performed by experienced personnel. Repacking must be done with either original or similar materials and boxes.

### INSURANCE

Lender's property on loan to the Borrower shall be insured at the Borrower's expense for the amount specified herein under the Borrower's property insurance policy subject to the following standard exclusions: wear and tear; insects or vermin; gradual deterioration or inherent vice; repairing, restoration or retouching processes; hostile or warlike action, insurrection or rebellion; nuclear reaction, nuclear radiation or radioactive contamination. The Borrower agrees to insure the items in the amount specified by the Lender on the agreement herein, which should reflect the fair market value of the items loaned to the Borrower and not to exceed the limits under the above named insurance policy. If the Lender fails to indicate an amount, the Borrower, with the implied concurrence of the Lender, shall set a value of no more than \$100.00 (U.S.) for purposes of insurance for the period of the loan and shall obtain the written approval of the Lender. Said value is not to be considered an appraisal. The amount payable by insurance secured in accordance with this Loan Agreement is the sole recovery available to the Lender from the Borrower in the event of loss or damage.

It is the responsibility of the Lender to supply the Borrower with accurate information in regard to the borrowed items so that insurance coverage shall be sufficient. In addition, within the period of the loan, it is the responsibility of the Lender to notify the Borrower of updated insurance valuations. The Borrower shall not be responsible for any error deficiency in information furnished by the Lender to the insurer or for any lapses in coverage that occur due to mistakes or failures made by the Lender.

If the Lender elects to maintain his or her own insurance coverage, the Borrower must be supplied with a certificate of insurance evidencing coverage prior to shipping. The Lender's insurance policy either must name Chapman University as additional insured or must waive the right of subrogation. If the Lender fails to provide such a certificate, this failure shall constitute a waiver of insurance by the Lender.

### CANCELLATION/RETURN/EXTENSION

The loan is made with the understanding that the item(s) will be on view during the entire exhibition period for which it has been requested. Unless otherwise agreed to in writing, a loan terminates on the date specified on the face of this agreement. Any intention by the Borrower to withdraw the loan from the exhibition at any time must be communicated to the Lender immediately. The Lender reserves the right to recall the loan or cancel the loan for good cause at any time, and will make effort to give reasonable notice thereof. Any extension of the loan period must be approved in writing by the Lender or his designate and covered by written parallel extension of the insurance coverage. Borrowed items shall be returned only to the Lender of record or to a location mutually agreed to in writing by the Borrower and the Lender of record. In case of uncertainty with respect to the ownership of loaned items, the Borrower reserves the right to require a Lender/Claimant to establish title by proof satisfactory to the Borrower.

When the loan is returned, the Borrower shall send the Lender a receipt form. The Lender agrees to sign and return this receipt to the Borrower within thirty (30) days after its mailing. If the Lender fails to sign and return the receipt within thirty (30) days after its mailing, the Borrower shall be released from any further liability for the borrowed items at 12:01 a.m. on the morning of the thirty-first (31<sup>st</sup>) day.

### INTERPRETATION

In the event of any conflict between this agreement and any forms of the Borrower, the terms of this agreement shall be controlling. This agreement shall be construed in accordance with the laws of the State of California.

Visual Arts Photo Consent Form

I hereby consent to authorize Coastline Community College and the Coast Community College District to use, sell or reproduce my name and/or photograph(s) taken by them, and circulate the same for any or all purposes including editorial, publication and advertising.

I also hereby authorize Coastline Community College and the Coast Community College District to use any quote or quotes they may wish along with my name, photographs of me and photographs of my artwork.

I acknowledge that I am allowing my photograph and name to be used voluntarily, and that I will not be paid for their use. Further, I agree to waive and release any and all claims that I may have against Coast Community College and the Coast Community District relating to the use of my name and photographs.

I hereby warrant that I am over 18 years of age and have every right to contract in my own name in the above regard. I state further that I have read the above authorization and release prior to its execution and that I am fully familiar with the contents thereof.

All photos and quotes are to become the property of Coastline Community College and the Coast Community College District.

Name \_\_\_\_\_

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