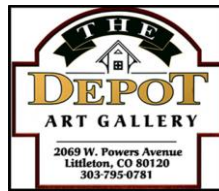


BIN WORK GUIDELINES



- *An Inventory sheet must be completed.
- *Pieces that were not accepted into a juried show may not be placed in with Bin Work.
- *If Bin Work is first placed in the Bin Rack during a month that a juried show is taking place it is subject to the \$10.00 entry fee. It may remain for 2 calendar months.
- *If Bin Work is first placed in the Bin Rack during a month that a Non-juried show is taking place the work may remain for 2 calendar months without a fee.
- * Bin Work may **not** be displayed that has been displayed less than six months before.
- *A **maximum of 8 pieces** per artist may be displayed in Bin Work Racks .
- *Bin Work may be displayed for 2 consecutive calendar months
- *Each piece must be labeled on the **BACK** with Artist's name, contact info., title and price.
- *Artwork must be completely covered in acetate sleeves.
- *Only flat pieces. Our Bin Racks cannot accommodate works on stretched canvas or in frames.
- *Bin Work will have a colored sticker placed on the **BACK** that coincides with the month it is placed in the Bin. The work can be placed in the Bin Rack. Stickers will be provided by the Depot. The stickers can be found in the lower office supply drawer.
- *Bin Work can be placed in the Bin Rack anytime during the month.
- *Bin Work must be removed from the Bin Rack after the following month.

Examples: Placed in bin Jan. 1st-removed Feb. 28th

Placed in bin Jan. 20th - removed Feb. 28th

	January		July
	February		August
	March		September
	April		October
	May		November
	June		December

- *Bin Racks will be checked at the beginning of each month. Artwork that has been in the Bin Rack for 2 months will be removed and set to the side. The artist will be contacted and requested to pick up their artwork immediately.