

LINE, A National Juried Exhibition • June 15 – July 15, 2017

DELIVERY CHECKLIST

Congratulations on your acceptance to *LINE*. Please use the checklist below to guide you through the successful delivery and return of your work to/from the Attleboro Arts Museum.

Be sure to complete each step, sign this form and include it in your shipment. Please keep a copy.

- Confirm the piece(s) that has been accepted and ship **ONLY** the *selected* work to the Attleboro Arts Museum.
- Safely** pack and ship work to **arrive** from May 25th – June 7th, by 3 PM Eastern Time (we are closed Sun & Mon, and Saturday, May 27th for Memorial Day weekend.) We cannot accept artwork before or after these dates.
- Include a pre-paid shipping label (*FedEx* preferred) that includes **the shipping vendor's pick up fee**. Also include any special return shipping instructions with your artwork.
- Include a **\$10 handling fee for each accepted piece**. Payable to the Attleboro Arts Museum.
- Work must be securely framed, gallery-wrapped or gallery-finished on the edges and ready to hang with a wire hanging system. We recommend neutral frames and white or off-white mats.
- Include installation instructions, any special hardware required and a photo of the work in "exhibition form" if your art calls for unique accommodations.
- Place a signed *Loan Agreement* in with your shipment. Keep a copy.
- Tape a photograph of your work to the outside of the shipping box.
- Place this signed checklist in with your shipment. *But before you do*, make a copy.

I have reviewed the above points, completed all of the required steps and enclosed non-refundable fees payable to the Attleboro Arts Museum. All of the following information is required:

Artist's Signature: _____ Date: _____

Artist's Name (PLEASE PRINT): _____

Street Address: _____ City/State/Zip: _____

Best telephone number to reach the artist: (_____) _____ - _____

PRINT TITLE(S) OF ACCEPTED PIECES (A maximum of 60 characters and spaces per title):

1. _____
2. _____