

On the Threshold – A National Juried Exhibition: July 14 – Aug 10, 2012
CHECKLIST

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

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

- Confirm the pieces that have been accepted and ship **ONLY** the selected work to the Attleboro Arts Museum.
- Safely** pack and ship work to **arrive** by June 28 at 3pm. We can only accept deliveries Tuesday – Saturday, 10am – 3pm.
- Include return shipping fees or return shipping labels (from FedEx, UPS, other) and any special shipping instructions with your artwork.
- Include a **\$10 handling fee for each accepted piece**. Payable to the Attleboro Arts Museum.
- All work must be securely framed and ready for hanging.
- 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.
- Attach a completed *ID Form* to the hanging wire or bottom of each piece. Keep a copy.
- Place this signed checklist in with your shipment. Keep 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.

Artist’s Signature (required): _____ Date: _____

Artist’s Name (PLEASE PRINT): _____

PRINT TITLE(S) OF ACCEPTED PIECES:

1. _____

2. _____