

DELIVERY CHECKLIST – SHIPPED ARTWORK

Congratulations on your acceptance to *OPPOSITES*. 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 15th – June 1st, by 3 PM Eastern Time (we are closed Sun & Mon, and Saturday, May 25th 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 highly 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. If your work requires the artist to install, the piece should first be delivered to the Museum and then the artist must schedule a time to return to conduct the installation.
- 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. _____