

DROP-OFF AND SHIPPING INSTRUCTIONS FOR ACCEPTED ARTWORK:

You are responsible for arranging drop-off or shipping to the gallery, and in the event your work does not sell, for arranging pick-up or return-shipping as well. We send out reminders before the show ends, so if your artwork is unsold, you can arrange for return shipping.

INSTRUCTIONS FOR IN-PERSON DROP-OFF:

We encourage artists (particularly those who live near Woodstock, IL) to drop off their work in person, when it is practical. You can drop off your work any time during regular gallery hours. Visit the gallery's web site for current hours (www.oldcourthouseartscenter.org).



Please note: if you do plan to drop off your work, the gallery has several steps that must be climbed.

As this picture shows, there is no elevator or special apparatus for hauling things up the stairs.

The gallery does not have anyone who can assist with this.

So, if you need help carrying the artwork up to the gallery, please be sure to bring help with you.

If you have further questions about drop-off, please see our [Contact Page](#).

The Old Court House is located at: 101 North Johnson Street, Woodstock, IL 60098. It is on the main square in downtown Woodstock. You can find directions and information about the town of Woodstock, including some history as well as directions and locations to where you can eat and stay at www.woodstockil.gov.

If you live some distance away and would be interested in carpooling with another artist, let us know and we'll try to put you in touch with another nearby artist who might be interested in sharing the costs of driving.

INSTRUCTIONS FOR SHIPPING:

MOST IMPORTANT: Insure your work during shipping! We are not responsible for damage during shipping. Each year we have at least one piece that arrives damaged during shipping. Often these pieces are so damaged they cannot be displayed in the show. Some have even been completely destroyed. We also highly recommend you use plexiglass, instead of plain glass in your frames. If you do intend to ship your piece with glass, please pack your work extra carefully. Over the years we have seen **several** beautiful pieces totally destroyed by glass shards during shipping.

We also recommend taking pictures of the packaging in case you need to make a claim on the insurance. Past situations have taught us that they ask for photos of the box itself, including the little symbols on them which describe the rated weight and burst strength. Packages like the photos below, made of flattened boxes duct-taped together just do not cut it. Particularly, because we return unsold artwork in their original packaging. This means, if it was questionable on the way to the gallery, it will be questionable on its return home to you. We can only work with what you give us, so keep this in mind when packing your artwork.



These two pictures show how NOT to package your work – it is the same box, top and bottom. It was most likely refused insurance. This type of poor packaging only leads to disappointments! If you need suggestions about packing, [e-mail](#) us and we will try to help.

SECOND MOST IMPORTANT: Note the size and weight of the box you send us - in case your work does not sell, this information is required to arrange for return shipping. These are the most common questions we repeatedly have to answer regarding return shipping: “How big is my box? How much does my box weigh?” Without it, your artwork return gets delayed.

NO PACKING PEANUTS! While these are used in a lot of packaging, we do not accept works that are packed in packing peanuts. They wreak too much havoc in the gallery. This has ALWAYS been our policy, so please abide by this rule. While bubble wrap is the standard, others work too. Unsure about your packing materials? [E-mail](#) us so we can clarify for you.

SEND YOUR ACCEPTED ARTWORK TO:

Old Court House Arts Center
Attn: Real People
101 N Johnson St
Woodstock, IL 60098
815-338-4525

IF you use a shipper other than the US Post Office (i.e. UPS, FedEx, etc.), be sure to notify your shipper to drop off the piece during gallery hours only. Again, visit the gallery's web site for current hours (www.oldcourthouseartscenter.org). Please make sure your work arrives **at least** two weeks before the show opens. "Hanging" a good show is an art unto itself and takes time. Let us know if your piece is likely to be late.

You may want to send a return shipping label (we can no longer accept stamps for return shipping) with the artwork to save you the hassle if your artwork does not sell.

Congratulations on your acceptance to this year's show and we look forward to seeing your work!

Sincerely,

The Northwest Area Arts Council - NAAC