

Drop Off/Shipping/Pick Up Instructions for Woman's Works 2009

We highly encourage those of you who are located in/around the Northern Illinois Area to drop off and pick up (unsold) artwork(s)– in person. If you have another person drop-off or pick-up your artwork(s), we will need you to fill out the release form to allow us to accept from and relinquish to someone else. **RELEASE FORM**

Also, if your artwork requires any special or unusual hanging/installation you will need to drop off the work in-person and work with (and at the direction of) the hanging committee to install your artwork(s).

Whether you are dropping off your work or shipping, please be sure you have read the Artwork Requirements.

DROP OFF:

- **ARTWORK REQUIREMENTS:** We create uniform tags for all the pieces, but all artwork must be labeled with the following information. These labels are just to identify each piece and should be placed on the back of 2D artwork – no labels on the front – and on the bottom (or somewhere removable) on 3D artwork.
 - Artist's Name
 - Title
 - Price (including the 30% commission)
- **WORK(S) MUST BE DROPPED OFF DURING THE SCHEDULED DROP OFF TIMES.**
 - Saturday, February 28th, 2009 from: 12 noon to 4p
 - Sunday, March 1st, 2009 from: 12 noon to 4p

(Can't make these times? You will need to contact us ASAP so we can make other arrangements.)

- Drop off location is at:

The Old Court House Arts Center Gallery – www.oldcourthouseartscenter.com

101 N. Johnson

Woodstock, IL 60098

815-338-4525 (gallery hours to call are: Thursday thru Saturday 11a –5p or Sunday 1p–5p)

(Note there are several stairs that must be climbed to enter the gallery – no elevator or lift is available, works must be carried. See picture)



SHIPPING:

Entries that are being shipped should arrive by Sunday March 1, 2009. *If you are shipping your artwork and you need additional time for your package(s) to arrive, you will need to contact us at: womansworks2009@naac4art.org so we can arrange for volunteers to cover the gallery.*

- **ARTWORK REQUIREMENTS for shipped items only:** We create uniform tags for all the pieces, but all artwork must be labeled with the following information. These labels are just to identify each piece and should be placed on the back of 2D artwork – no labels on the front – and on the bottom (or somewhere removable) on 3D artwork.
 - Artist's Name
 - Title
 - Price (including the 30% commission)
- Packing materials must be reusable for return shipping. **SORRY, THERE CAN BE NO EXCEPTIONS.**
- **NO PACKING “PEANUTS” ALLOWED.**
- NO glass in frames allowed – pictures must have plexi if they are being shipped
- Arrange to have USPS, UPS, or Fed Ex deliver to The Old Court House Arts Center during gallery hours:

The Old Court House Arts Center Gallery
101 N. Johnson
Woodstock, IL 60098

815-338-4525 (gallery hours to call are: Thursday thru Saturday 11a –5p or Sunday 1p–5p)

- February 26th through February 28th, 2009 between the hours of 1p and 4p (Thursday through Saturday)
- February 22nd and March 1st, 2009 between the hours of 1p and 4p. (Sundays)
- PREPAID return shipping is mandatory. 1.) This must include the cost of pick-up (by the shipping company at the Old Court House Arts Center), which is a separate charge by most shipping companies. This cost needs to be paid ahead of time to the shipping company directly. 2.) A prepaid return shipping label, filled out completely. 3.) shipping insurance is also required.
- **ALL** of these must be provided with the artwork at delivery or drop off. If your carrier cannot provide this, contact us immediately at: womansworks2009@naac4art.org (NOTE: artwork that does not arrive with all the necessary pre-paid paperwork and labels will not be returned.)

PICK UP:

- **UNSOLD WORK(S) MUST BE PICKED UP DURING THE SCHEDULED PICK UP TIMES.**
(If you will be unable to pick up your work during these times, you will need to designate an authorized person to do so.)

- Saturday, April 25th, 2009
- Sunday, April 26th, 2009

(Can't make these times? You will need to contact us ASAP so we can try to make other arrangements.)

- Pick up location is at:

The Old Court House Arts Center Gallery – www.oldcourthouseartscenter.com
101 N. Johnson
Woodstock, IL 60098
815-338-4525 (gallery hours to call are: Thursday thru Saturday 11a –5p or Sunday 1p–5p)

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- Artwork not picked up by June 30th, 2009 becomes the sole property of NAAC.