



2022 NWS 102<sup>nd</sup> International Open Exhibition
Instructions for Hand Delivered and Shipping of Artwork
Deadline to be received is June 30, 2022

IMPORTANT INFORMATION & DATES

June 8 - June 30, 2022: Deadline for arrival of Shipped Paintings

June 14, 2022: Local Artist hand delivered artwork to Bartwood Inc. Art Department only from 11am-1pm.

November 15, 2022: Local Artist pick up of artwork at Bartwood Inc. Art Department only from 11am-1pm.

TWO FRAMING OPTIONS AND CHECKLIST INSTRUCTIONS

UNFRAMED OPTION - Preferred

- The artwork size is at least 5" x 7" and no larger than 40" on the longest side.
Artwork is to be sent unframed flat or tubed (recommend minimum 4" diameter).
If the artwork is to be presented without glazing all responsibility of sealing is with the artists.
Complete the label, include it unfolded in a large envelope with the artwork.

FRAMED OPTION - Plexiglass Only

- The frame size is at least 9" x 11" and no larger than 46" x 46".
Plain, simple, undecorated frames no more than 1 1/2 inch face profile.
Use plastic coated hanging wire with D rings.
Mats must be white; no colored liners; no linen mats.
Label is complete and attached to the back of the painting in the upper right corner.

----- Complete and include -----

EXHIBITION LABEL FOR FRAMED PAINTING

Artist Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Title of Painting: \_\_\_\_\_

Sales Price: \$ \_\_\_\_\_ (must match submission pricing)

Artist Signature: \_\_\_\_\_

## INSTRUCTIONS FOR SHIPPED PAINTINGS

### Packing Information:

- Unframed artwork maybe shipped flat or in a tube of at least 4" or more in diameter.
- Framed work should be shipped in a sturdy container that protects the contents. Recommend MasterPak and Airfloat systems. No wooden crates. (*Shipped box discount codes provided on NWS Members Only Page*)
- All shipping is at the expense of the artist.
- Artist shipping paintings within the U.S.A. **must** include a form of a prepaid label or an account with a commercial shipper. Work that does not include a prepaid voucher will not be in the exhibition. International artist complete the form on page 3.
- It is recommended that you insure your paintings. NWS will not be responsible for any damage that may occur.
- Clearly indicate your name and contact information on both the inside and outside of the packaging.
- No Popcorn, Peanuts, or loose fillings. Your painting will be refused and returned without being unpacked.

### Shipping Instructions

The following items are to be placed in a **manila envelope** addressed to Bartwood at their new address.

**2022 NWS 102<sup>nd</sup> International Open Exhibition  
c/o Bartwood Inc., Art Department  
1622 Deere Avenue  
Irvine, CA 92606**

- Completed Shipping Form.
- Signed Artist's Exhibition Label. If shipping framed, affix to upper right corner.
- Prepaid Airbill or return shipping label. \*\*\* All Fed Ex Labels must include a bar code \*\*\*
- Payment for the following: You may pay your fees by check or credit card.
- Handling fees are \$60 if by check; \$65 if by credit card.
- Loan Frame - \$150 to \$175. Review Unframed Option on the General Instructions page to determine the cost for your frame.
  - Half sheet (15" x 22") or smaller - \$150
  - Larger than a half sheet up to 28" x 36" - \$175
  - For paintings over 28" x 36" contact Exhibition Director to confirm availability and pricing.
- Pay the total for your fees as indicated on the following form made out to Bartwood Inc. Mark your payment type. If paying by credit, complete the credit card information as requested, sign it and place it in the large envelope. If paying by check, assure you have recorded the accurate amount on the check and place it along with the form in large envelope.
- Place the sealed envelope inside the package along with your painting.

### 2022 NWS 102<sup>nd</sup> International Open Exhibition Payment Form

Artist Name: \_\_\_\_\_ Title of Painting: \_\_\_\_\_

***If the Return label or Payment information for Return is not listed your work will NOT be included in the exhibition.***

X	Item	Payment Method	Fee	Amount Due
	Handling Fee ( <i>accepted painting</i> )	Check	\$60	
	Handling Fee ( <i>accepted painting</i> )	Credit Card	\$65	
	<b>Unframed Option:</b> Small frame/half sheet 15" x 22" or smaller	Check or Credit Card	\$150	
	<b>Unframed Option:</b> Large frame/half sheet to 28" x 36"	Check or Credit Card	\$175	
	<b>Unframed Option:</b> Larger than 28" x 36" Contact Exhibition Director for availability & pricing *	Check or Credit Card	TBD	
			<b>Total</b>	

**Make all forms of Payment to Bartwood Inc.**

**If paying by check**, place the completed check in the large format envelope.

**If paying by credit card**, provide the following information and sign the authorization.

Full Name on Card: \_\_\_\_\_

Type of Credit Card: Amex \_\_\_\_\_ Visa \_\_\_\_\_ Mastercard: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp. \_\_\_\_\_ Security Code: \_\_\_\_\_

I authorize Bartwood Construction, Inc. to charge my NWS Member Exhibition Fees.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN SHIPPING INFORMATION FORM**

- Print & Complete this form. Include items requested and send them with your painting in envelope.
- Complete all the requested information on this form.
- Address a large envelope to Bartwood Inc. Art Department and insert the following items: **All checks and payments to Bartwood Inc.**
  1. Loan frame fee of \$150-\$175\* (see framing instructions to determine the cost for your painting).
  2. Handling fee of \$60 (\$65 for credit card) for exhibition accepted painting
- Insert a prepaid airbill or return shipping label. All FED EX LABELS MUST INCLUDE A BAR CODE.
- Remove old tags and numbers from the outside of the shipping carton.
- Review and Sign Artist's Exhibition label.
- Include the artist's exhibition label in the envelope in the packaging if shipped unframed. Affix to upper right hand corner if framed.

Artist: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/Province: \_\_\_\_\_ State: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Painting Title: \_\_\_\_\_

**Ship Painting to:** 2022 NWS 102nd International Open Exhibition  
c/o Bartwood Inc., Art Department  
1622 Deere Avenue  
Irvine, CA 92606

All Communication through:  
[NWSExhibition@gmail.com](mailto:NWSExhibition@gmail.com)  
*Do not contact Bartwood.*

**Shipped Via:**

UPS \_\_\_\_\_ Federal Express \_\_\_\_\_ US Postal Service \_\_\_\_\_ Other: \_\_\_\_\_  
Painting Dimensions (framed) \_\_\_\_\_ x \_\_\_\_\_ Inches Carton Dimensions: \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_ Inches

**RETURN SHIPPING INSTRUCTIONS FOR INTERNATIONAL ARTIST ONLY**

Artist Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/Province: \_\_\_\_\_ State: \_\_\_\_\_

Country Postal Code: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_

**International Shippers Must Provide a Credit Card Number to Have Artwork Returned**

Full Name on Card: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp: \_\_\_\_\_ Security Code: \_\_\_\_\_

## DIAGRAM "A"

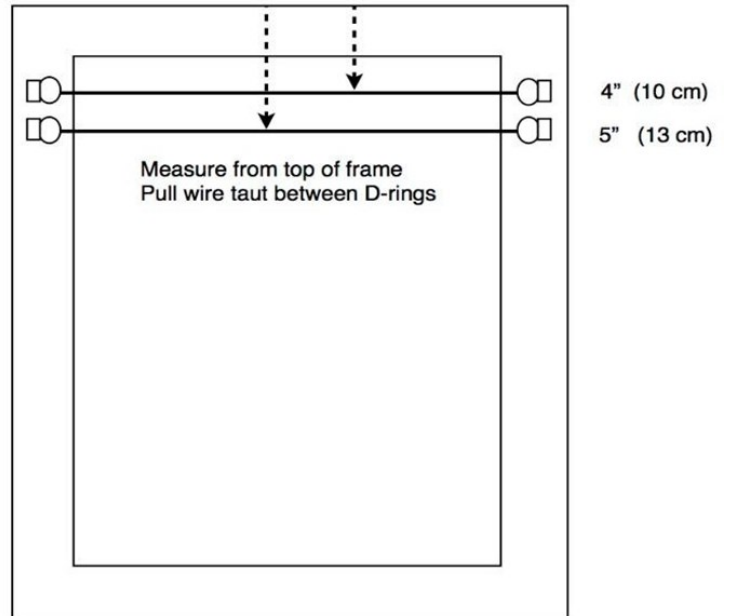
Unframed Option - Preferred - Silver Frame  
Bartwood Frame Sample  
Wood Moulding—0.75" (2cm)

### Framed Option Back Side Top of Framed Artwork



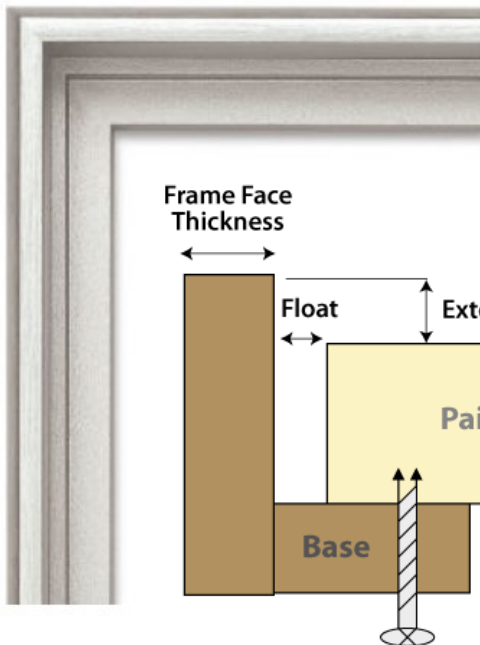
Small Frames

Large & Medium  
Frames



### Floater Frame

For flat or cradled Aquabord or Claybord



- Flat, varnished 1/8" panels must be in a sturdy frame with no liners. Cradled artwork must be 1.5" to 2" deep and securely wired as above for hanging.
- Cradle edges are preferred to be silver but black, white or natural are acceptable.
- Unglazed artwork must be varnished.
- Artwork that is not glazed is more vulnerable to damage. NWS nor its agents are not responsible, no matter the cause.