2022 NWS 102nd 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
- 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). For painting on a half sheet 15” x 22” (38cm x 56cm) or smaller, loan frame fee of $150. For artwork larger than a half sheet, up to 28” x 36” (71cm x 91cm) the fee is $175. For paintings over 28” x 36” contact Exhibition Director to confirm availability and pricing. Deckled edges are fine but may cause slight variations in the above maximum artwork sizes.
- If the artwork is to be presented without glazing all responsibility of sealing is with the artists. Artwork must be sealed.
- Complete the label, include it unfolded in a large envelope with the artwork. Email a copy to the Exhibition Director at NWSExhibition@gmail.com by June 30, 2022.

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 1½ inch face profile. Silver wooden frames are preferred. Silver, black, white, gold, or natural wood are acceptable. Sturdy metal frames with secured corners and a minimum of 5/8” face profile are permitted. (Frame discount codes for American Frame and Frame Destinations provided on NWS Members Only Page).
- Use plastic coated hanging wire with D rings. Maximum frame weight not to exceed 30 lb.
- Mats must be white; no colored liners; no linen mats.
- The artwork is securely attached so no slippage occurs during shipping.
- If to be presented without glazing, all responsibility of sealing is with the artist.
- If artwork is shipped without plexiglass, the artists is 100% responsible if the surface is marred.
- Artwork on Aquabord and Claybord panels must be sealed and framed; ie floater frames for protection.
- Label is complete and attached to the back of the painting in the upper right corner and a copy emailed to the Exhibition Director at NWSExhibition@gmail.com by June 30, 2022. Please refer to Diagram "A" for additional information.

__________________________________________

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 102nd 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 102nd 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.*

<table>
<thead>
<tr>
<th>Item</th>
<th>Payment Method</th>
<th>Fee</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handling Fee (accepted painting)</td>
<td>Check</td>
<td>$60</td>
<td></td>
</tr>
<tr>
<td>Handling Fee (accepted painting)</td>
<td>Credit Card</td>
<td>$65</td>
<td></td>
</tr>
<tr>
<td>Unframed Option: Small frame/half sheet 15” x 22” or smaller</td>
<td>Check or Credit Card</td>
<td>$150</td>
<td></td>
</tr>
<tr>
<td>Unframed Option: Large frame/half sheet to 28” x 36”</td>
<td>Check or Credit Card</td>
<td>$175</td>
<td></td>
</tr>
<tr>
<td>Unframed Option: Larger than 28” x 36” Contact Exhibition Director for availability &amp; pricing *</td>
<td>Check or Credit Card</td>
<td>TBD</td>
<td></td>
</tr>
</tbody>
</table>

**Total**
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
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: __________

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.