



## 2024 NWS 104<sup>th</sup> International Open Exhibition

### Instructions for Hand Delivered and Shipping of Artwork

Deadline to be received is July 31, 2024

NWS offers artists two (2) options to send their accepted painting; either framed or unframed. All artwork will be received by Bartwood Inc Art Department on behalf of NWS. Please read and follow all instructions carefully to ensure your painting arrives on time, and safely.

#### Calendar Dates

**July 2-July 31, 2024:** Deadline for arrival of Shipped Paintings

**July 25, 2024:** Local Artist may hand deliver artwork to Bartwood Inc. Art Department. Artists are required to pay the same handling fee and adhere to the time schedule from 11:00am to 1:00pm.

**November 12, 2024:** Only date for local Artist to pick up their artwork at Bartwood Inc. Art Dept. from 11:00am-1:00pm.

#### **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). For painting on a half sheet 15"x22" (38cmx56cm) or smaller, loan frame fee of \$150. For artwork larger than a half sheet, up to 28"x36" (71cmx91cm) the fee is \$175. For paintings over 28"x36" contact the 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 exhibition label, include it unfolded in an envelope with the artwork.

#### **FRAMED OPTION - Plexiglass Only**

- The frame size is at least 9"x11" and no larger than 46"x46".
- 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 & 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 to prevent slippage 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 Aquabond 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.

### Instructions for Shipping Paintings

#### **Packing Information**

- Ship unframed artwork either flat or in a tube of at least 4" or more in diameter.
- Framed work must 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*)
- Clearly indicate your name and contact information on both the inside and outside of the packaging. (Suggest adding copy of artwork).
- Remove old tags and numbers from the outside of the shipping carton
- All shipping is at the expense of the artist.
- Artist shipping paintings within the USA must include a form of a prepaid label or have an account with a commercial shipper. Work that does not include a prepaid voucher will not be in the exhibition or be eligible for awards. International artists complete the form on page 3.
- It is recommended that you insure your paintings. NWS nor its representatives will not be responsible for any damage that may occur.
- No Popcorn, Peanuts, or loose fillings. Your painting will be refused and returned without being unpacked.

#### **Shipping Instructions**

- Completed Shipping Form.
- Signed Artist's Exhibition Label. If shipping framed, affix to upper right corner.
- Prepaid Airbill or return shipping label. **All FedEx Labels must include a bar code**
- Handling fees are \$80 if by check; \$85 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 payment form made out to Bartwood Inc. If paying by credit, complete the credit card information as requested, sign it and place it in the envelope. If paying by check, assure you have recorded the accurate amount on the check.
- Include the artist's exhibition label in an envelope in the package if shipped unframed. Affix to upper right hand corner if framed
- Place all the above items in a sealed envelope inside the shipping container along with your painting including your prepaid airbill or return shipping label.

## 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: \_\_\_\_\_

X	Item	Payment Method	Fee	Amount Due
	<b>Handling Fee</b> ( <i>accepted painting</i> )	Check	\$80	
	<b>Handling Fee</b> ( <i>accepted painting</i> )	Credit Card	\$85	
	<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 payments to Bartwood Inc.

**If paying by check**, place the completed and signed check in the your envelope.

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

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 Exhibition Fees.

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

All Communication through NWSExhibition@gmail.com

***Do not contact Bartwood***

ACCEPTED ARTISTS WILL RECEIVE THE ADDRESS  
TO SHIP PAINTINGS AFTER NOTIFICATIONS HAVE  
BEEN SENT OUT.

***Indicate how you are shipping your artwork. Take a photo of prepaid label.***

UPS\_\_\_\_Federal Express\_\_\_\_US Postal Service \_\_\_\_Other: \_\_\_\_\_

Painting Dimensions (framed)\_\_\_\_x\_\_\_\_ Inches Carton Dimensions: \_\_\_\_\_x \_\_\_\_\_x \_\_\_\_\_Inches

**RETURN SHIPPING INSTRUCTIONS FOR INTERNATIONAL ARTIST ONLY (print)**

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: \_\_\_\_\_

***Prior to returning artwork to all international artists, you will receive an international (customs) form via email that must be completed and returned directly to Bartwood Inc. This form is mandatory for return shipping, in addition, to completing the above credit card information.***

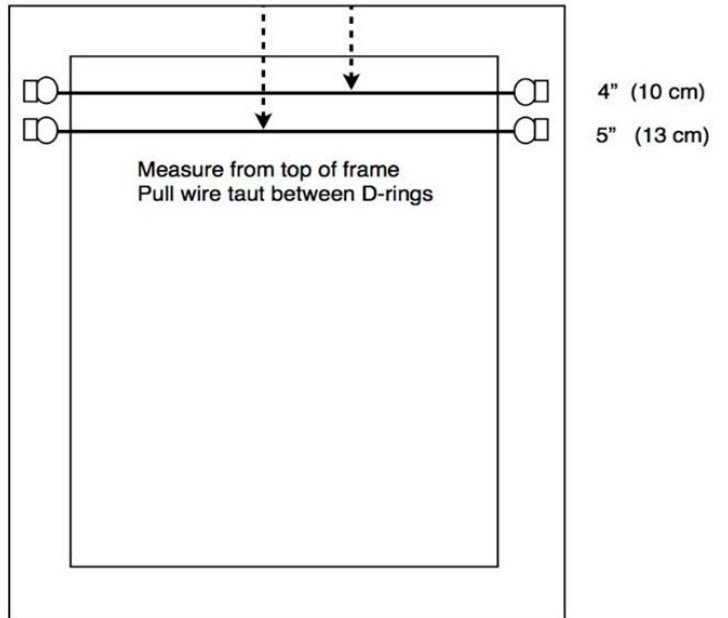
## DIAGRAM "A"

Bartwood Frame Sample  
Wood Moulding—0.75" (2cm)

### Framed Option Back Side Top of Framed Artwork

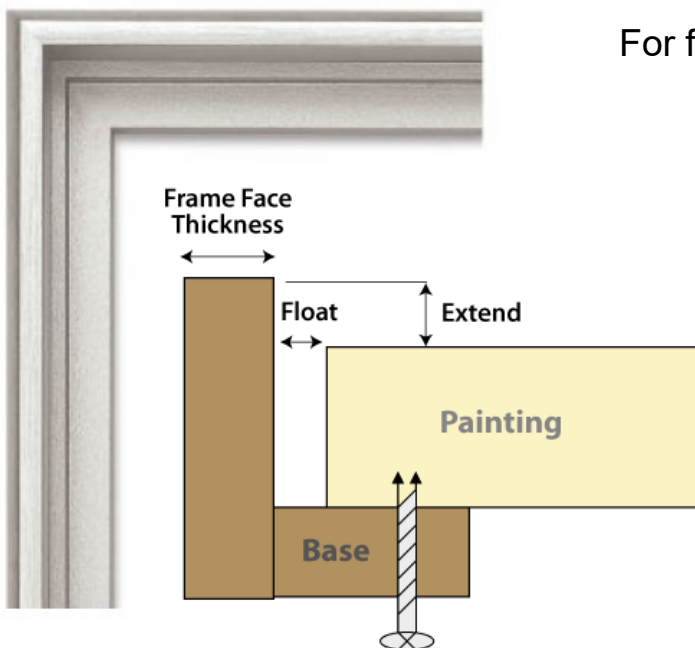


Small Frames  
Large & Medium  
Frames



### 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 responsible, no matter the cause.