

DELIVERY AND SHIPPING INSTRUCTIONS

Hand Delivery:

- Hand-delivered artwork must be delivered on April 3rd, between 10am and noon to:
The Helen South Alexander Gallery,
Northwest Museum of Arts and Culture,
2316 W 1st Ave, Spokane, WA.
- Please remain at the delivery site until your piece has been checked in.
- Alternate delivery times must be pre-coordinated with the show chairman.

Pickup:

- Hand-delivered painting(s) must be retrieved May 1st, between 10 am and noon.
- Pickup arrangements for sold painting(s) are the responsibility of the artist. Painting(s) that are to be picked up by anyone other than the artist must be pre-coordinated with the show chairperson prior to the pickup day.

Unclaimed artwork becomes the property of the Spokane Watercolor Society after noon on May 2nd 2023.

Shipped Artwork:

- Paintings must be shipped to arrive between March 10th - 29th 2023 and include prepaid return shipping labels.

Ship to:

Spokane Watercolor Society
5023 E Coral Lane
Spokane, WA 99223

Packaging Instructions:

- Paintings **MUST** be framed with polycarbonate or acrylic (i.e. Plexiglass). (NO GLASS.)
- Use good quality reusable packing material for padding and don't over tape the padding (it's impossible to salvage & reuse over-taped padding). Strongbox by Airfloat Systems (www.airfloatsys.com) is a durable, reusable box (recommended).
- Freight carriers require shipped art to be surrounded (all sides and edges of painting) by at least 1" of cushioning and enclosed within a rigid cardboard (preferred) or wooden box. The box should be capable of withstanding crushing weight. Carriers may not deliver extremely worn or poorly sealed boxes.
- Affix shipping label/carrier's form(s) to outside of box.
- All insurance is at the discretion of the artist.
- The prepaid return label for your art must be included with the painting.
- Please email a copy of the tracking number to **swspresident1** at swspresident1@gmail.com so that we may follow your art in transit.

NOTE: The period before delivery is your last opportunity to ensure the prospectus guidelines have been followed. The painting you provide for the show must match your entry application and meet prospectus requirements. Unfortunately, paintings have been pulled from the show, upon arrival, for not being in compliance.