



# NATIONAL WATERCOLOR SOCIETY

915 SOUTH PACIFIC AVENUE • SAN PEDRO, CALIFORNIA 90731-3201 • WWW.NATIONALWATERCOLORSOCIETY.ORG

## Instructions for Hand Delivered and Shipping of Artwork

### NWS 2020 Members Exhibition

Review the eligibility requirements and make sure they have been met.

The prospectus and artist docs can be viewed at [www.nationalwatercolorociety.org](http://www.nationalwatercolorociety.org)

### IMPORTANT INFORMATION & DATES

**March 10 – 21, 2020** Deadline for arrival of Shipped Paintings

Hand Delivered work (drop off & pick up is accepted at the Bartwood Inc. Art Department

*(Hours of operation 9am - 4pm, Monday - Friday) For onsite pick up a 24 hour notice is required)*

### TWO FRAMING OPTIONS AND CHECKLIST INSTRUCTIONS

**Failure to meet any of these instructions can disqualify the painting.**

#### **UNFRAMED OPTION - Preferred**

1. The image size is at least 5" x 7" and no larger than 30" on the longest side.
2. Artwork is to be sent unframed flat or tubed (recommend minimum 4" diameter). For paintings on a half sheet 15" x 22" (38cm x 56cm) or smaller, send in a loan frame fee of \$150. For works larger than a half sheet, up to a full sheet 30" x 30" (70 cmx70 cm) the fee is \$175. Deckled edges are fine but may cause slight variations in the above maximum image sizes.
3. If to be presented without glazing all responsibility of sealing is with the artist.
4. Complete the label, include it in the large envelope and **email a copy** to the Exhibition Director at [NWSMemberExhib@gmail.com](mailto:NWSMemberExhib@gmail.com) by **March 13, 2020**.

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

1. The frame size is at least 9" x 11" no larger than 40" x 40".
2. Frame size no more than 1½ inch face profile.
3. Use plastic coated hanging wire with D rings. Maximum frame weight not to exceed 30 lb.
4. Mats must be white; no colored liners; no linen mats. If not glazed the seal is the responsibility of the artist.
5. The image is securely attached so no slippage occurs during shipping.
6. If to be presented without glazing all responsibility of sealing are with the artist
7. 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 [NWSMemberExhib@gmail.cpm](mailto:NWSMemberExhib@gmail.cpm) by **March 13, 2020**
8. Please refer to Diagram "A" for additional information.

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

### **EXHIBITION LABEL FOR FRAMED EXHIBITION PAINTING**

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Tel. \_\_\_\_\_ Email \_\_\_\_\_

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

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

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

# INSTRUCTIONS FOR SHIPPED PAINTINGS

## PACKING INFORMATION

1. Unframed work maybe shipped flat or in a tube of at least 4" or more in diameter.
2. Framed work should be shipped in a sturdy container that protects the contents.  
Recommend MasterPak and Airfloat systems. **No wooden crates.**
3. All shipping is at the expense of the artist.
4. Shipped paintings must include a form of a prepaid label or an account with a commercial shipper. **Work that does not include a prepaid voucher will be returned via CC.**
5. It is recommended that you insure your paintings. NWS will not be responsible for any damage that may occur.
6. Clearly indicate your name and contact information on both the inside and outside of the packaging.  
**NO POPCORN, PEANUTS, OR LOOSE FILLINGS.**  
Paintings will be **refused and returned** without being unpacked.

## SHIPPING INSTRUCTIONS

The following items are to be placed in a **manila envelope** addressed to:

2020 NWS Annual Members Exhibition  
c/o Bartwood Inc., Art Department  
10840 Talbert Avenue  
Fountain Valley, California 92708

1. **Completed Shipping Form.**
2. **Signed Artist's Exhibition Label.** If shipping framed affix to upper right corner.
3. **Prepaid Airbill or return shipping label.** \*\*\* All Fed Ex labels must include a bar code \*\*\*
4. **Payment for the following:** You may pay your fees by check or credit card
5. **Handling fee**
  - a. \$60 if by check
  - b. \$65 if by credit card
6. **Loan Frame** - \$150 to \$175.
  - a. **Review** unframed Option on the General Instructions page to determine the cost for your frame.
    - i. Half sheet, or smaller - \$150
    - ii. Larger than a half sheet up to a full sheet - \$175
7. **Pay the total for your fees as indicated on the following form made out to **Bartwood Inc.****
  - a. Indicate your payment type.
  - b. If paying by credit, complete the credit card information as requested, sign it and place it in the manila envelope.
  - c. **If paying by check**, assure you have recorded the accurate amount on the check and place it along with the form in manila envelope.
8. **Place the sealed envelope** inside the package along with your painting.

## NWS Member 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.**

<b>X</b>	<b>Item</b>	<b>Payment Method</b>	<b>Fee</b>	<b>Amount Due</b>
	<b>Handling Fee</b>	Check	\$60	
	<b>Handling Fee</b>	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 a full sheet	Check or Credit Card	\$175	
			<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.

- Complete all the requested information on this form.
- Address a large manila envelope to Bartwood Inc. Art Department (See address below) and insert the following items **All checks and payments to Bartwood Inc.**
  - Loan frame fee of \$150-\$175 (see framing instructions to determine the cost for your painting)
  - \$60 handling fee
- Insert a prepaid airbill or return shipping label. (CC will be used to return paintings without prepaid return shipping labels at a higher cost).  
**\*\*\*All FED EX LABELS MUST INCLUDE A BAR CODE\*\*\***
- Include in large manila envelope with the above requested items in the package.
- 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 shipping unframed. Affix to upped right hand corner if framed.

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

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

**Ship Painting to:** 2020 NWS Annual Members Exhibition  
c/o Bartwood Inc., Art Department  
10840 Talbert Avenue  
Fountain Valley, California 92708

All Communication thru: [NWSMemberExhib@gmail.com](mailto:NWSMemberExhib@gmail.com)

### Shipped Via:

UPS \_\_\_\_\_ Federal Express \_\_\_\_\_ US Postal Service \_\_\_\_\_ Other: \_\_\_\_\_

Painting Dimensions (framed) \_\_\_\_\_ x \_\_\_\_\_ Carton Dimensions: \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_

### RETURN SHIPPING INSTRUCTIONS

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

Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

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

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

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

**IMPORTANT:** Any artwork that does not have a prepaid air bill or shipping label will be shipped back COD via UPS Ground. **\*\*\*FED EX RETURN LABELS MUST HAVE BARCODES\*\*\***

## DIAGRAM "A"

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



### **Framed Option Back Side**

Top of Framed Artwork

