

Plymouth Center for the Arts: The Fine Art of Photography

Shipping Instructions 2020

You are responsible for round trip shipping costs plus a handling fee. For the best handling of your fragile and valuable artwork we recommend **FedEx or UPS**.

IMPORTANT:

You must include a prepaid return shipping label on the **OUTSIDE** of your shipping box. Packages arriving without return shipping label will not be accepted. You can tape an envelope with required return papers on the outside of the box. Please note 'Return Shipping' on the envelop.

International Shipments must include the appropriate customs form, completed by you to ensure your work can be returned across borders and avoid taxes.

A **\$25 Handling Fee** must accompany the artwork; please include this in the envelop with your return shipping label on the outside of the box.

Please note: The maximum frame size cannot exceed 36".

Note: Return packaging & shipping will be completed by contracted shipping professionals. The handling fee is charged to cover the cost unpacking, disposal of boxes, professional repacking, to a quality standard that ensures a safe return. **We will try to reuse your shipping boxes but If your original packing is damaged or below quality standards, we will provide new shipping box & padding.** We cannot be responsible for damages in shipping; if damaged you'll need to make a claim with the shipper.

Checks should be made out to the Plymouth Guild, Inc. If you are unable to send a check you may call the art center and make a payment over the phone with a credit card (508) 746-7222.

Do not send cash, coins, or stamps.

Typically, you can expect artwork returned within 30 days after the show closes.

Artists & Artwork Registration Confirmation Form

Please carefully complete this form with your information to confirm spelling, title, and price.

- **Sign the form** indicating you agree with the terms to exhibit your work at the Art Center.

Summary of documents needed in the envelope taped to the outside of your shipping box:

1. Completed Registration Confirmation Form
2. Prepaid Return Shipping Label
3. Completed Customs form if shipping internationally for the return shipping. FedEx or USP can guide you on what is needed
4. Include Payment for \$25 Handling Fee (no cash please)