

Shipping Instructions

Congratulations on being accepted into the Sixth Annual Fine Art of Photography Exhibition held at the Plymouth Center for the Arts. We are delighted that you have been selected to be a part of this exciting event and we encourage you to come and take part in our reception, Sunday, April 10, 2016, from 2pm – 5pm.

If You Plan To Ship Your Work, Please Follow The Following Steps Carefully.

1. Click here for instructions and Registration Form download (PDF)
 - a. Fill out the Registration Form completely - one for each entry selected
 - b. Securely attach the Registration Form/s to the back of your framed photograph/s. (We recommend Artist Tape on all four edges)
 - This is an extremely important step; the following information will be verified by this form:
 1. The Title
 2. The Selling Price
 3. Your Preferred Name
 4. Your Preferred Address
 5. Your Shipping Address, if different from above
2. All shipped works should arrive between March 20th and April 1st, 2016. Photographs that arrive later than April 1st will be hung at the discretion of the Hanging Committee.
3. The cost of shipping the photograph both to and from the show is the responsibility of the artist.
 - a. We suggest using either UPS or FedEx for your shipping needs. All received art must be accompanied with a prepaid return shipping label. Photographs not accompanied by a return prepaid label will not be accepted.
 - b. Shipments from OUTSIDE the United States must be shipped “Free Domicile” or “Delivered Duty Paid” or they will not be accepted.
4. Sturdy cardboard cartons are the most common shipping container. They should be top-hinged, and fastened by tape and glue. (No staples please) Wooden crates may also be used and must be sturdy, reusable, top-hinged, and fastened with screws (not nailed).
 - a. We suggest the use of Acrylic Plexi-glass for the shipping of artwork. If glass is used, the Art Center is not responsible for breakage, either to the Center or the return trip.
 - b. No Peanut Packing! (or shredded paper) Please ensure your artwork is securely wrapped and packaged.
 - c. All photographs MUST be wired. (Including frameless metal prints and canvas wrapped.)
5. Please include your name, address and phone number on the outside of the carton. Our shipping address is:

Plymouth Center for the Arts
The Sixth Annual Fine Art of Photography Exhibition
11 North Street
Plymouth, MA 02360
(Please include our phone number 1-508-746-7222)
6. Plymouth Center for the Arts is not responsible for damage to photographs while in transit. We suggest that you provide insurance to cover the full value of the artwork while in transit.