

Plymouth Center for the Arts
A Different Vision Exhibition

Shipping Instructions 2019

For the best handling of your fragile and valuable artwork we will only accept shipments from **FedEx or UPS**. We will not accept work shipped by USPS. You are responsible for round trip shipping costs plus a handling fee.

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 envelop with required return papers on the outside of the box. Please note 'Return Shipping' on the envelope.

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

Handling Fee

Return shipping will be completed by contracted shipping professionals. Your artwork will be returned in a new packing box and padding materials. The handling fee is charged to cover the cost unpacking, disposal of boxes, professional repacking, to the quality standards of Fedex and UPS, in new shipping box and fillers for safe return. The fees are listed below:

- For any dimension up to 36 inches is \$25
- For any dimension greater than 36 Inches \$35

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.

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
3. Completed Customs form if shipping internationally for the return shipping
(FedEx or USP can guide you on what is needed)
4. Payment for Handling Fee (no cash please)