

NCECA RSJE GENERAL DELIVERY/SHIPPING INSTRUCTIONS

You are responsible for delivering or shipping your work to the gallery and insuring your work in transit. You are also responsible for picking-up your work, or arranging for it to be picked-up, at the close of the exhibition on the Saturday of the conference between 5:00 – 6:00. If it is not possible for you to pick-up your work or to have someone pick it up for you, return shipping costs must be pre-paid to the gallery and suitable packaging must be provided. Work not claimed by the deadline will be disposed of as seen fit by the gallery.

Inventory Sheet

An inventory sheet that lists your name, address, phone number, title of piece and its value must accompany all works, whether hand-delivered or shipped. Please include any special assembly or installation instructions, written to be easily understood and followed. Shipped works must also include detailed, clearly written, packing instructions.

Hand Delivery

Hand-delivered work must be delivered *by appointment only*. Contact the gallery to make arrangements. Please have an inventory sheet as described above written out in advance. If your piece will be at the gallery for some time before the show is installed, it is best to provide protective materials (e.g. package it according to “inside box” instructions below).

Packing/Shipping Instructions

Please read and follow all instructions carefully, especially if this is the first time you ship your work. We want your piece to arrive and return safely.

On the UPS website, you can access their guidelines for good packaging. If you follow their instructions, and ours, you shouldn't have any problems. (Damage claims are an unbelievable hassle, so *please* pack carefully.)

Packing material: Polystyrene peanuts (new or recycled) are lightweight and can be used for filler, but they shift, so they are not good for holding things in place. Use them in combination with other materials that will provide stability, e.g. egg cartons, styrofoam blocks and foam rubber. Do NOT use real popcorn. Besides attracting rodents and insects, real popcorn falls apart in shipping. Filling the box tightly with packing material and then filling it a little more is a good rule of thumb.

Double boxing is REQUIRED of all shipped pieces (and is also required by UPS). Use new (or like new), strong, corrugated cardboard boxes.

The inside box: Wrap each piece in bubble wrap before placing in the inside box. Use a box that is one – two inches bigger in all directions than the object wrapped in bubble or foam wrap. Fill the space around the wrapped piece with foam peanuts and other packing material.
The outer box: Put at least four inches of packing material tightly around the whole inner box. (This is what saves it from punctures and damaged corners.) Your package should be able to fall 20 feet without the contents breaking. Seal box with packaging tape on all openings and on edges.

Shipping labels: Put a label just inside the outer box, (include your return address) in case the shipping label is lost or obscured. Cover the outer address label with clear tape. In the upper left corner of the box, write: # of items enclosed _____. Writing the number of separate pieces that are in the box, including lids, trays, et. al., tells the unpackers how many pieces are inside. Please put your return address on the box.

Choice of shipper: UPS is the most commonly used carrier. If you do not have access to UPS, use US Postal Service, FedEx or similar. Do NOT send by bus. For very large pieces that must be shipped via truck line, verify that the trucking company will deliver to the gallery address. Truck lines insure shipments by the pound, so the insured value will be very low.

Contents description: When filling out the shipping bill, it is best to describe your piece by function (teapot, vase, plate, sculpture)—or to list it as pottery or ceramics. Do NOT list as ART. If asked about contents, do NOT say it is “one of a kind” or “art.” Most shipping companies will not insure artworks.

Shipping insurance: All work should be insured for its full value during transit. This amount must match the dollar amount listed on your entry form. Some insurance companies will not pay you the full amount, but you have to have that amount listed to get the same percentage as if it were sold. To preserve your right to file an insurance claim, packages with visible severe damage will not be accepted from the shipping agent by the gallery.

NCECA shall have no responsibility or liability in the event that your work is lost, stolen or damaged. Claims should be submitted to the insured gallery or transit company for any loss, theft or damage.

Return shipping

If your piece must be return shipped, you must pre-pay the shipping cost to the gallery and suitable packaging must be provided. Please make arrangements for return shipping directly with the gallery. *If you have special return requirements (e.g. an address change), please state them on your inventory sheet.* Purchasers must make arrangements with the gallery for shipping or pick-up of work that is purchased from the exhibition.

Pick-up of pieces

The exhibition closes at 5:00 p.m. on the Saturday of the conference and works must be picked-up between 5:00 and 6:00. Works may not be picked-up before the close of the exhibition. The exhibition shuttle buses run until 5:00 and members on the last buses get very upset if the exhibitions are being dismantled when they arrive.

If it is not possible for you to retrieve your work, you may authorize someone else to pick it up by listing his or her name on the exhibition contract you will receive from NCECA. As noted above, you may make arrangements with the gallery for your work to be shipped to you by contacting them directly and pre-paying the cost.

PLEASE KEEP THIS SHEET FOR REFERENCE.