

BirdsⁱⁿArt

— 2020 —

Canada Shipping & Insurance Instructions

Deadlines

Allow sufficient time for your work to reach the Museum prior to the June 5 or July 17, 2020, deadline. **Ship artwork FedEx International Economy.**

Insurance

The Museum will insure the loaned artwork under its fine arts policy while on its premises, on tour (if applicable), and in transit for the Fair Market Value as specified on the Loan Inventory. **For transit coverage, the artwork must be packed according to the specifications and precautions provided by the Museum.** If the Museum's packing/crating instructions are NOT followed and damage results, responsibility for the artwork will be the artist's or lender's.

Shipping

(Please go to FedEx.com for shipping.)

- The Museum will pay the cost of incoming and outgoing freight charges. **The Museum will NOT pay packing or crating costs.**
- **Remove old labels from the crate. Make sure both the Museum's address and your return address are clearly identified on the crate.**
- Prior to sealing the crate, place the shipper's [you] and the recipient's [the Woodson Art Museum] names, addresses, and telephone numbers **INSIDE** the crate. This is extremely important; do not rely solely on the to/from addresses on the outside of the crate.
- The Museum's preferred international air carrier is FedEx, which serves the Wausau area at Central Wisconsin Airport (CWA), Mosinee, Wisconsin. The Museum's FedEx account number for transportation charges is 1094-7657-9.
- **BEFORE SHIPPING, CALL FEDEX TO FIND OUT WHAT PAPERWORK IS NEEDED FOR A CANADIAN SHIPMENT.**
- Declare \$100.00 in the section marked VALUE FOR CARRIAGE since the Museum's fine arts policy will provide adequate insurance coverage if your work is packed and crated according to the Museum's specifications.
- If you elect to purchase insurance through the air carrier, the Museum will invoice you for the incoming insurance expense billed to us by the carrier.
- Declare the artwork's Fair Market Value **ONLY on the customs paperwork in the DECLARED VALUE FOR CUSTOMS section.**
- A Harmonized Tariff Code must be included on the Air Waybill:
 - All paintings (watercolor, oil, acrylic, etc.) – 9701.10
 - All graphics (prints, engravings, lithographs, drawings, etc.) – 9702
 - All sculptures (bronze, stone, metal, wood, etc.) – 9703

Canada Customs Invoice

Please go to FedEx.com for forms/invoice.

A Canada Customs Invoice must accompany shipments to the United States and can be obtained through FedEx.

A detailed description of the artwork should include the following information:

- a. Any identifying marks or numbers on the packaging.
- b. Type of packaging being used: i.e., wood crate, cardboard box.
- c. Complete details of the item being shipped, including medium and support.
- d. Unit of measurement used: lbs.; kgs.
- e. Weight of package.
- f. Fair market dollar value of item (U.S. dollars).
- g. Appropriate Harmonized Tariff Code must be included
 - All paintings (watercolor, oil, acrylic, etc.) – 9701.10
 - All graphics (prints, engravings, lithographs, drawings, etc.) – 9702
 - All sculptures (bronze, stone, metal, wood, etc.) – 9703

The following **must** be included on the Canada Customs Invoice and International Air Waybill:

Being imported solely for exhibition purposes and to be re-exported within 18 months. Not for sale or sale on approval.

In the event you fail to comply with these instructions, resulting in duties and taxes being charged, these charges will be the responsibility of the shipper/artist. The Museum will invoice you (the shipper/artist) for these additional charges.

Please contact the Museum (via telephone: 715.845.7010 or email: info@lywam.org) two days prior to shipping your artwork or if you have questions.