

BirdsⁱⁿArt

2020

United States 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 to be delivered second business day. (NOTE: The Museum will NOT pay for next-day delivery service.)

Insurance

The Museum will insure the loaned object 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/shipping instructions are NOT followed and damage results, responsibility for the artwork will be the artist's or lender's.

Shipping

- The Museum will pay the cost of incoming and outgoing freight charges (excluding next-day service). **The Museum will NOT pay packing or crating costs.**
- The Museum's preferred air and ground carrier is FedEx (account #1094-7657-9) which serves the Wausau area at Central Wisconsin Airport (CWA), located in Mosinee, Wisconsin.
- When completing the airbill, show **No Value Declared** in the section marked VALUE since the Museum's fine arts policy will provide adequate insurance coverage if your work is 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.
- **Be sure a return address is clearly visible and securely adhered to the crate for identification.**
- Prior to sealing the crate, place the shipper's [you] and the recipient's [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.

Hand Deliveries

Museum staff will receive hand-delivered artwork on Monday – Friday, 8 am – 4 pm only. **Please call the Museum (715.845.7010) prior to delivering your artwork.** Unless a crate is provided by the artist/lender, all hand-delivered artwork must be picked up following the close of the exhibition or completion of the tour.