

# Birds<sup>in</sup>Art

## — 2020 —

## International 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/shipping instructions are NOT followed and damage results, responsibility for the artwork will be the artist's or lender's.

### Shipping

**To ensure duties/taxes are NOT charged for incoming and outgoing shipments, please contact Museum curator/registrar Jane Weinke ([jweinke@lywam.org](mailto:jweinke@lywam.org)) for specific shipping instructions prior to shipping your artwork to the Museum.**

- 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.

**Note: You must contact Jane Weinke ([jweinke@lywam.org](mailto:jweinke@lywam.org)) to receive the Museum's FedEx account number for transportation charges and to discuss the International Airway bill and any other necessary paperwork.**