

Birdsⁱⁿ Art

2021

Specifications & Forms



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Catalogue biographical information; address/email/telephone changes;
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Artists' catalogue statements; tour venues

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Publicity and media relations; social networking

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Catalogue photography; shipping; acquisitions; Project Postcard

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Packing/crating; exhibition installation; audio tour; Art Park

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Docent training; school tours; artist residencies; audio tour; Art Park

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Table of Contents

	Instructions, Schedule & Checklist	1-2
	Artist Statement & Biographical Information	3-10
	Form 1: Artist Statement	5
	Form 2: Biographical Information.....	6-10
	Loan Inventory & Loan Agreement	12-17
	Form 3: Loan Inventory	14
	Form 4: Loan Agreement	15
	Catalogue Photography	19-21
	Form 5: Catalogue Photography & Imaging Fee	20
	Form 6: Permission to Use Visual Images	21
	Packaging, Crating, Shipping & Insurance	22-27
	United States	24
	International	25
	Canada	26-27

Instructions, Schedule & Checklist

Leigh Yawkey Woodson Art Museum | Birds in Art 2021

700 North Twelfth Street | Wausau, WI 54403-5007 | T 715-845-7010 | www.lywam.org | info@lywam.org

Instructions

All forms are fillable PDFs. If you choose not to fill the forms on a PDF reader, print the forms and clearly and legibly enter all the information.

Retain either a saved copy or a printed copy of the completed PDF for your records and reference.

When completed, either return the PDF via email to ejohann@lywam.org or send the printed forms via snail mail to the Woodson Art Museum, 700 N 12th St, Wausau, WI 54403-5007.

Schedule

June 4, 2021	Return completed PDF forms to the Museum (see checklist below for details) Receipt of artwork to be photographed at the Museum
July 16, 2021	Deadline for the Museum's receipt of artwork
September 11, 2021	Public opening of <i>Birds in Art</i>
September 14, 2021	Collections Committee meets to consider acquisition of artworks for the Museum's collection
September 17, 2021	Email notification of artists selected for national tour
November 28, 2021	<i>Birds in Art</i> exhibition closes in Wausau
December 17, 2021	Return of artworks not included in national tour
April 15, 2023	Return of artworks included in national tour

Checklist

Before returning, use the checklist below to confirm the completion of each required form.

- Form 1: Artist Statement
- Form 2: Biographical Information
- Form 3: Loan Inventory
- Form 4: Loan Agreement
- Form 5: Catalogue Photography & Imaging Fee
- Form 6: Permission to Use Visual Images

Artist Statement & Biographical Information

Artist Statement Specifications

Congratulations on your inclusion in *Birds in Art* 2021. One of the major aspects of this undertaking is creating a lasting visual document of the artworks included in the exhibition . . . the handsome, fully illustrated *Birds in Art* catalogue.

Each artist is represented in the exhibition catalogue not only by the artwork selected, but also by a personal statement. This statement is the artist's voice for those visitors who seek additional information and insight into the artwork on view. It's important to remember that most visitors and catalogue readers are looking for specifics and details, not generalities, but a way to better understand your artwork and get to know you.

There are two means by which the artist's statement can be derived:

- The artist prepares a statement that expresses his/her/their ideas, feelings, reactions to the work or to the creative process that brought the work into existence. **Note: This means fresh, original words, not a statement previously published or developed for general marketing purposes. We suggest approximately 250 words to ensure there is sufficient substance for a solid statement. Understand that the final published statement will be less than 200 words.**
- The artist responds to questions or topics suggested by the Woodson Art Museum as "trigger points" for the writing process. A Museum staff member then drafts a statement.

With either scenario, Museum staff edit statements to conform to space limitations and to the Museum's style sheet.

If you prepare a statement as described in the first option above, the Museum's education department asks that you also respond to some of the suggested questions and topics. This additional information is helpful in preparing docent-training and educator materials, audio tour tracks, Art Kit activities, and other educational resources.

In addition to the artist's statement, each catalogue entry includes biographical information about the artist. Museum staff place great importance on presenting accurate and consistent data in the *Birds in Art* catalogue. We spend a great deal of time verifying names and dates of exhibitions, names and spellings of museums, art centers, galleries, and cities. Innumerable reference materials are checked and phone calls made to clarify information provided by artists. **You can assist staff by providing precise and clearly typed information on your Biographical Information form.** Please be especially careful when it comes to upper-case and lower-case letters and accent marks. We want to be as accurate as possible and we need your help!

If you have questions about the **artist's statement**, please email **Allison Slavick** at aslavick@lywam.org; if you have questions about the **biographical listings**, please contact **Elaina Johann**, by phone at 715-845-7010 or email at ejohann@lywam.org.

Form 1: Artist Statement

Please respond to a minimum of three of the following questions or topics on a separate page:

1. What inspired your choice of title for this artwork?
2. Why this particular bird?
3. If the subject of this artwork has broader societal or environmental implications, please explain.
4. Did creating this artwork challenge you and cause you to modify or expand your techniques, observations, or impressions of the subject, or experiences overall? Were there any obstacles; if so, please elaborate.
5. What feeds your interest in art? Why do you continue?
6. Was there a teacher or early mentor who influenced your decision to create art? If so, describe this person and how his or her influence inspired you or challenged you.
7. Is there anything in particular you would like the viewer to notice about your artwork selected for the 2021 *Birds in Art* exhibition?
8. If you think about artworks as having the ability to tell a story, please share the story of your *Birds in Art* artwork.

If you want to respond to any of the following, please do so.

1. A personal anecdote about your life as an artist.
2. If you are a full-time artist, describe a "typical" day and your working habits in the studio or workshop or foundry.
3. If you have a "day job" other than creating art, please describe it and how this work complements or contrasts with your work as an artist.
4. As a child, what did you want/hope to do when you grew up? How does today's reality differ from your childhood aspirations?
5. If you had to select a historical artist and a contemporary artist to join you for dinner, who would you invite . . . and why?

If you have materials you'd like to donate to the Museum's education department that would help educate visitors about your artwork (examples: samples of wood used or photos that document the stages of creating your artwork, etc.), the Woodson would gratefully accept them.

Form 2: Biographical Information

Personal Information

Name

Please help us avoid confusion by **NOT** writing in all upper-case letters. Clearly and correctly **use upper-case and lower-case letters**. If you suspect there might be confusion regarding the alphabetizing of your name, please underline the letter that should be used to determine alphabetical order in the catalogue. **Also be precise in the use of accent marks. And, if use of a middle initial/name is appropriate, please be specific.**

First _____ Middle _____ Last _____
(will be listed alphabetically by last name)

Birth Year _____ Country of Birth _____

Married: Yes No Name of Spouse/Partner _____

Day Phone _____ Cell Phone _____

Email _____ Website _____

Currently Residing

City _____ State/Province/Shire _____

Country _____

Education

Cite only those from which you received a degree.

1. Degree received _____
University or Art School _____
City/State**/Country _____
2. Degree received _____
University or Art School _____
City/State**/Country _____

**Please list State, Province, or Shire as appropriate.

Exhibitions (Limit to 2019, 2020, 2021 only)

Do not include exhibitions held for less than four days or Woodson Art Museum exhibitions/tours.

One-person exhibitions (cite only the first location, not subsequent tour venues)

1. Complete museum/gallery name _____
Month/Year of opening _____ City/State/Country _____
2. Complete museum/gallery name _____
Month/Year of opening _____ City/State/Country _____
3. Complete museum/gallery name _____
Month/Year of opening _____ City/State/Country _____

Group exhibitions (cite only the first location, not subsequent tour venues)

1. Complete Exhibition Title _____
Complete museum/gallery name _____
Month/Year of opening _____ City/State/Country _____
2. Complete Exhibition Title _____
Complete museum/gallery name _____
Month/Year of opening _____ City/State/Country _____
3. Complete Exhibition Title _____
Complete museum/gallery name _____
Month/Year of opening _____ City/State/Country _____

Exhibition Awards (Limit to 2019, 2020, 2021 only)

1. Award Title _____ Year Received _____
Complete Exhibition Title _____
Site of Exhibition _____
City/State/Country _____
2. Award Title _____ Year Received _____
Complete Exhibition Title _____
Site of Exhibition _____
City/State/Country _____
3. Award Title _____ Year Received _____
Complete Exhibition Title _____
Site of Exhibition _____
City/State/Country _____

Non-Exhibition Awards (Limit to 2019, 2020, 2021 only)

1. Award Title _____ Year Received _____
Awarding Organization _____
City/State/Country _____
2. Award Title _____ Year Received _____
Awarding Organization _____
City/State/Country _____
3. Award Title _____ Year Received _____
Awarding Organization _____
City/State/Country _____

Collections

Public and Corporate Collections (such as museums, businesses, and government entities); please be as specific and complete as possible and provide only recent information.

1. Name _____
City/State/Country _____
2. Name _____
City/State/Country _____
3. Name _____
City/State/Country _____

Bibliography (Limit to 2019, 2020, 2021 only)

List books or articles written and/or illustrated by you or about you; clarify your inclusion/involvement if it is not clear from either the title or the attachments. **Please send originals, copies, or PDFs of publications, magazine tear sheets, brochures, catalogues, etc.**

1. Name of Book/Article _____
Publisher/Publication Name _____
Date Published _____
2. Name of Book/Article _____
Publisher/Publication Name _____
Date Published _____
3. Name of Book/Article _____
Publisher/Publication Name _____
Date Published _____

Completed Commissions (Limit to 2019, 2020, 2021 only)

Public and Corporate Collections (such as museums, businesses, and government entities); please be as specific and complete as possible.

1. Name _____
City/State/Country _____
2. Name _____
City/State/Country _____
3. Name _____
City/State/Country _____

Representatives

List in order of preference; a maximum of three will be listed alphabetically. **Only Name, City, and State/Province/Shire will appear in catalogue.**

1. Name _____
Street Address _____
City/State/Zip/Country _____
Telephone _____ Email _____
2. Name _____
Street Address _____
City/State/Zip/Country _____
Telephone _____ Email _____
3. Name _____
Street Address _____
City/State/Zip/Country _____
Telephone _____ Email _____

Loan Inventory & Loan Agreement

Loan Inventory & Loan Agreement Specifications

The Loan Inventory and Loan Agreement forms are the most important documents associated with your participation in *Birds in Art*. They are the contract between the Woodson Art Museum and the person who actually owns or holds title to your artwork, which has been selected for inclusion in the 2021 *Birds in Art* exhibition.

If you, the artist, own the artwork, you must complete, sign, and return the Loan Inventory and Loan Agreement forms.

If the person who owns the artwork is someone else (or an institution, i.e., a museum), the Woodson Art Museum must know who the owner is because that person is actually the “Lender” to *Birds in Art*. We need to know the Lender’s name; address (work and home, if different); telephone, including cell number; and email address.

As creator of the artwork, you are the liaison between the Museum and the Lender. It is essential that the Lender sign the Loan Agreement to verify that all terms of the loan – including the Museum’s and Lender’s responsibilities – have been read and agreed to by the person who holds title to the artwork.

If you, the artist, are not directly responsible for crating and shipping your artwork to the Museum, please forward the Packing & Crating and Shipping & Insurance instructions to the Lender and assist the Lender to ensure the safe and timely arrival of your artwork at the Woodson Art Museum.

We can’t overemphasize that if your *Birds in Art* artwork is owned by someone else, you are the important link between the Owner/Lender and the Museum in expediting the completion and return of these forms to the Museum. If you have questions, contact Jane Weinke by phone at 715-845-7010 or jweinke@lywam.org.

A helpful suggestion: Over the years, artists told us that it is often more efficient for them to complete the forms prior to forwarding them to Lenders for signing, verification, and return to the Woodson Art Museum.

Form 3: Loan Inventory

Artist's Name _____

Title of Artwork _____

Edition # _____ Year Completed _____
(sculptures: total edition size; graphics: # exhibited/edition #) (2019, 2020, 2021)

Common Bird Species Name _____

Medium _____ Support _____
(Be specific, such as Strathmore paper, Belgian linen, canvas board, etc.)

ARTWORK DIMENSIONS

Two-dimensional: do NOT include frame

Height _____ inches X Width _____ inches

Three-dimensional: include base ONLY IF an integral part of the sculpture & included in the catalogue image.

Height _____ inches X Width _____ inches X Depth _____ inches

FAIR MARKET VALUE* of artwork (U.S. Dollars) _____
(value must be provided by Lender)

Available for sale Yes No If yes, Museum purchase price _____

LENDER'S CREDIT LINE: Choose one option to be used in the catalogue and on the gallery label

- Private collection
- Collection of the artist
- Collection of _____ (individual or public/museum collection)
- Courtesy of _____ (commercial gallery)

Special instructions (if any) _____

To the best of my knowledge, the information reported above is correct.

Artist's/Lender's Signature _____ Date _____

*The dollar value of artwork of a comparable size and style created by the artist during the same time period. The Woodson Art Museum will insure the loaned object under its fine arts policy while in transit, on its premises, and throughout the tour (if applicable) for the Fair Market Value.

Form 4: Loan Agreement

Artist's Name _____

Lender _____

(If not the artist)

Shipping Address (No P.O. Box #s) _____

Unless notified in writing, the artwork will be returned to this address.

City, State, Zip, Country _____

Daytime Phone _____ Evening Phone _____

Cell _____ Email _____

Address to send complimentary catalogue.

Mailing Address _____

City, State, Zip, Country _____

PERIOD OF LOAN (Artworks chosen for tour will be returned by April 15, 2023.)

Arrival of artwork (please check one):

- Artwork will arrive at the Woodson Art Museum no later than June 4, 2021 for photography.
- Artwork will arrive at the Woodson Art Museum no later than July 16, 2021.

Return of artwork (please check one):

- Artwork is **not** available for tour and is to be returned to above address by December 17, 2021.
- Artwork **is** available for tour and if selected for tour is to be returned to above address by April 15, 2023.

INSURANCE: I understand that the Museum will maintain insurance coverage according to the conditions on the reverse.

PREPARATION FOR EXHIBITION AND TOUR: It is the Woodson Art Museum's policy not to hang two-dimensional objects with wire. **PLEASE REMOVE WIRE AND HANGING DEVICES BEFORE SHIPPING YOUR ARTWORK.** Museum curators will remove any wire attached to paintings to ensure the safety of the artwork.

If necessary to ensure the safety of the artwork or to meet exhibition design requirements, may we reframe or remat the artwork?

- Yes No (Museum curator/registrar will call to discuss if necessary.)

May we apply a protective backing board to the framed artwork? Yes No

May we substitute Plexiglas for glass? Yes No

May we return the artwork to you with Plexiglas? Yes No

I acknowledge that the Museum may secure hangers and security plates to the reverse of the frame or stretcher to ensure the safety of the artwork while on loan to the Museum and for the duration of the scheduled tour (if applicable).

I am the Lender or the authorized agent of the Lender and have read the conditions of this Loan Agreement and I agree to these conditions.

Lender's Signature _____ Date _____

Museum Registrar Jane M. Weinko Date 5/5/2021

MUSEUM USE: Received by _____ Date _____

CONDITIONS GOVERNING LOAN

Care, Preservation, and Exhibition

1. The Museum will give to objects borrowed the same care as it does to comparable property of its own. Precautions will be taken to protect objects from fire, theft, mishandling, dirt and insects, and extremes of light, temperature, and humidity while in the Museum's custody. It is understood by the Lender and the Museum that all tangible objects are subject to gradual inherent deterioration for which neither party shall be responsible.
2. Evidence of damage at the time of receipt or while in the Museum's custody will be reported immediately to the Lender. It is understood that objects, which in the opinion of the Museum may be damaged due to infestation, may be fumigated at the discretion of the Museum.
3. The Lender will be requested to provide written authorization for any alteration, restoration, or repair. The Museum, for its own purposes, may examine objects by all modern scientific methods.
4. The Museum retains the right to determine when, if, and for how long objects borrowed will be exhibited, and to cancel the loan upon reasonable notice to the Lender. The Lender **MAY NOT** withdraw the object during the term of this Loan Agreement.

Transportation and Packing

1. The Lender certifies that the objects lent are in such condition as to withstand ordinary strains of packing, transportation, and handling. If a written report of the condition of objects prior to shipment is not sent by the Lender to the Museum, it will be assumed that objects are received in the same condition as when leaving the Lender's possession. Condition report records will be made at the Museum on arrival and departure.
2. Costs of incoming transportation and return shipping to place of origin or equivalent mileage will be borne by the Museum unless otherwise noted.
3. Government regulations will be adhered to in international shipments. As a rule, the Lender is responsible for adhering to its country's import/export requirements, and the Museum is responsible for adhering to the import/export requirements of the United States.
4. The Lender will assure that said objects are adequately and securely packed following the Museum's specific packing and crating instructions. Objects will be returned packed in the same or similar materials as received unless otherwise authorized by the Lender. We reserve the right to correct inadequate packing materials at the Lender's expense.

Insurance

1. Objects will be insured by the Museum under its "all-risk" wall-to-wall policy for the amount specified on the Loan Inventory subject to the following standard exclusions: wear and tear, gradual deterioration, insects, vermin, or inherent vice; repairing, restoration, retouching process; hostile or warlike action, insurrections, rebellions, etc.; nuclear reaction, nuclear radiation, or radioactive contamination. The amount specified by the Lender on the Loan Inventory, should reflect Fair Market Value. If the Lender fails to indicate an amount, the Museum, with the implied concurrence of the Lender, will determine a value for purposes of insurance for the period of the loan. Said value is not to be considered an appraisal.
2. If the Lender elects to maintain his/her own insurance coverage, prior to shipping the Museum must be supplied with a Certificate of Insurance naming the Museum as an additional insured and waiving the rights of subrogation. If the Lender fails to provide said Certificate, this failure shall constitute a waiver of insurance by the Lender (see No. 4 below). The Museum shall not be responsible for any error or deficiency in information furnished by the Lender to the Insurer or for any lapses in such coverage.
3. In the case of long-term loans, it is the responsibility of the Lender to notify the Museum of current insurance valuations.
4. If insurance is waived by the Lender, this waiver shall constitute the agreement of the Lender to release and hold harmless the Museum from any liability for damages to or loss of the loan property.

5. The amount payable by insurance secured in accordance with this Loan Agreement is the sole recovery available to the Lender from the Museum in the event of loss or damage. Any recovery for depreciation or loss of value shall be calculated as a percentage of the insured value specified by the Lender in the Agreement.

Reproduction and Credit

Unless otherwise notified in writing by the Lender, the Museum may photograph or reproduce images of the objects borrowed for educational, catalogue, and publicity purposes, including digital images on the Museum's website and social media. Unless otherwise instructed in writing, the Museum will give credit where appropriate to the Lender as specified on the Loan Inventory in material published by the Museum.

Change in Ownership and/or Address

It is the responsibility of the Lender or his/her agent to notify the Museum promptly in writing if there is a change in ownership of the objects (whether through inter vivos transfer or death) or if there is a change in the identity or address of the Lender. The Museum assumes no responsibility to search for a Lender (or owner) who cannot be reached at the address of record.

Return of Loan

1. Unless otherwise agreed to in writing, a loan terminates on the date specified on the face of this Agreement. If no date is specified, the loan shall be for a reasonable period of time. Upon termination of a loan, the Lender is on notice that a return or renewal must be effected, or else a gift of the object will be inferred.
2. An object will be returned only to the Lender of record or to a location mutually agreed upon in writing by the Museum and the Lender of record. In case of uncertainty, the Museum reserves the right to require a Lender/Claimant to establish title by proof satisfactory to the Museum.
3. If the Museum's efforts to return an object within a reasonable period following the termination of the loan are unsuccessful, then the object will be maintained at the Lender's risk and expense for a maximum of two years. If after two years the object has not been claimed, then and in consideration for maintenance and safeguarding, the Lender/Owner shall be deemed to have made the object an unrestricted gift to the Museum.

Applicable Law

1. This Loan Agreement supersedes any other agreement, oral or written, and contains the entire agreement between the parties hereto on the subject matter thereof. No amendment or supplement to this Loan Agreement nor any subsequent agreement, statement, representation, or promise made by either of the parties hereto or by or to any employee, agent, or representative of either party shall be of any effect, unless written and signed by the party to be bound thereby.
2. This Agreement shall be construed in accordance with the laws of the state of Wisconsin.
3. If either party files an action or brings proceedings against the other arising out of this Loan Agreement, the prevailing party shall be entitled to recover as an element of its costs of suit, and not as damages, reasonable attorney's fees to be fixed by the court.

Catalogue Photography

Catalogue Photography Specifications

- An illustrated full-color catalogue accompanies *Birds in Art*. To ensure a final product of the highest quality, artists are asked choose one of the following options:
 - 1) Request digital image submitted for consideration by the jury be used (submitted image must meet the specifications below and be color correct) and make a \$100.00 imaging fee payment.
 - 2) Provide the Museum with a digital image (see specifications below) on a DVD, USB flash drive, or via email (ejohann@lywam.org) and make a \$100.00 imaging fee payment.
 - 3) Send artwork to the Museum for photography and a make \$250.00 photography/imaging fee payment. Artwork must be received no later than June 4, 2021.
- The \$100 or \$250 fee can be paid online at <https://shop.lywam.org/payments>, check drawn on a U.S. Bank, via money order, or Discover, Mastercard, Visa, or American Express.
- Digital captures should be RGB or CMYK; at least 300 dpi (pixels/inch); TIFF format preferred (JPEG and EPS acceptable); largest dimension must be 7 inches (pixel dimension 2100); DVD, USB flash drive, or email.
- Please note the following before photographing:
 - Remove two-dimensional works from frames and mats to avoid shadows.
 - Use white or solid gray background paper for three-dimensional works.
 - If the background should NOT be dropped on a three-dimensional work, please indicate so on this form.
 - **Most important, to ensure quality reproduction in the catalogue, images MUST have proper color and density and be sharply focused.**
- If an artist-supplied digital image does not meet the Museum's requirements, the lender/artist will have to ship the artwork to the Museum for photography with appropriate additional fee payment. Since the quality of images received by the Museum determines catalogue reproduction quality, the Museum reserves the right to reject inadequate digital images and require immediate shipment of the artwork to the Museum along with appropriate payment.
- The Museum cannot reproduce any artwork selected for *Birds in Art* in the catalogue or in any other print or electronic format without a PERMISSION TO USE VISUAL IMAGES form completed by the photographer of the artwork, even if you/the artist photographed your own work.

Form 5: Catalogue Photography

Artist's Name _____

Please indicate one choice and follow appropriate directions.

- Use the digital image submitted for jury consideration (see page 18; option 1) and make \$100.00* imaging fee payment [online](#) or enclosed with form. Deliver artwork to the Museum by July 16, 2021.
- Deliver a CD, DVD, or USB flash drive with digital capture (see page 18; option 2) with enclosed \$100.00* imaging fee payment. Deliver artwork to the Museum by July 16, 2021.
- Attach digital capture (see page 18; option 2) to email and send to ejohann@lywam.org and make \$100.00* imaging fee payment [online](#). Deliver artwork to the Museum by July 16, 2021.
- Enclosed is the \$250.00* photography/imaging fee (see page 18; option 3). Deliver artwork to the Museum by June 4, 2021, for photography.

For a three-dimensional work, the background may be dropped:

- Yes No

PAYMENT INFORMATION:

Make your payment online by following the link, <https://shop.lywam.org/payments> or use this QR code with your smart phone.



OR

Amount enclosed/charged \$100.00 or \$250.00

Check* # _____ or money order* # _____

Please charge my credit card
(Visa/Mastercard/Discover/AmEx)

Card Number _____

Expiration Date _____ V-code _____
(or security code)

Name _____
(as appears on card)

Signature _____

*Payable in U.S. Dollars drawn on a U.S. Bank.

Woodson Art Museum
700 N 12th St
Wausau, WI 54403 USA
715.845.7010 www.lywam.org
ejohann@lywam.org

Form 6: Permission to Use Visual Images

TO BE COMPLETED BY PHOTOGRAPHER/ARTIST

Complete and return original to the Museum. Be sure to retain a copy for your records.

Please Type/Print Legibly

I hereby grant permission to the Leigh Yawkey Woodson Art Museum to use the Digital Capture

of _____ by _____
(Artwork Title) (Artist)

taken by _____
(Type/print photographer/company name as it is to appear in the catalogue)

City/State/Country _____
(Type/print as these are to appear in the catalogue)

for such purposes as the exhibition catalogue, education materials (including Activity Guide and Museum's website), and for promotional purposes (including events calendar, exhibition invitation, and magazine or newspaper ads, and social media.)

Signature _____ Date _____

Print Name _____

Address _____

City/State/Country _____

Telephone _____ Email _____

Website _____

The Museum cannot reproduce any works selected for the exhibition in the catalogue or in any other print or electronic format without a PERMISSION TO USE VISUAL IMAGES form completed by the photographer of the artwork, including the artist and his/her spouse.

Packing, Crating, Shipping & Insurances

- United States
- International
- Canada

Packing & Crating Specifications

- The Museum does **NOT** pay for packing or crating costs.
- To ensure the safety of your work in transit and so that the Museum's fine arts insurance coverage will apply to your incoming shipment, you **MUST** follow these packing and crating specifications.
- Frame two-dimensional works requiring glazing with Plexiglas instead of glass whenever possible. Plexiglas is lighter and safer for shipping. **Plexiglas should never be taped.**
- If glass must be used, it **SHOULD** be crisscrossed with masking tape to prevent damage to the artwork's surface should the glass break in transit.
- If a crate is inadequate for the safe return of the work, the Museum will invoice the artist/lender for the cost of labor and materials to construct a proper crate. Notification will be sent prior to construction of a new crate.

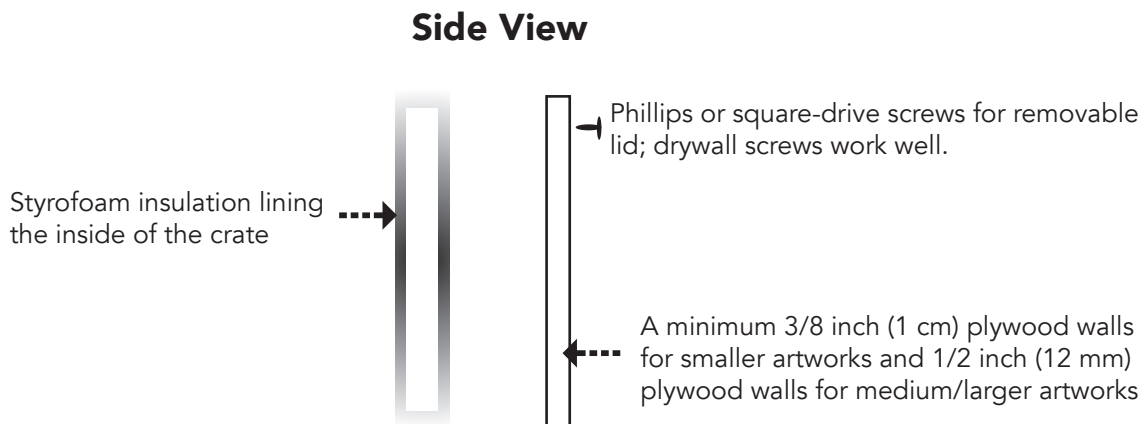
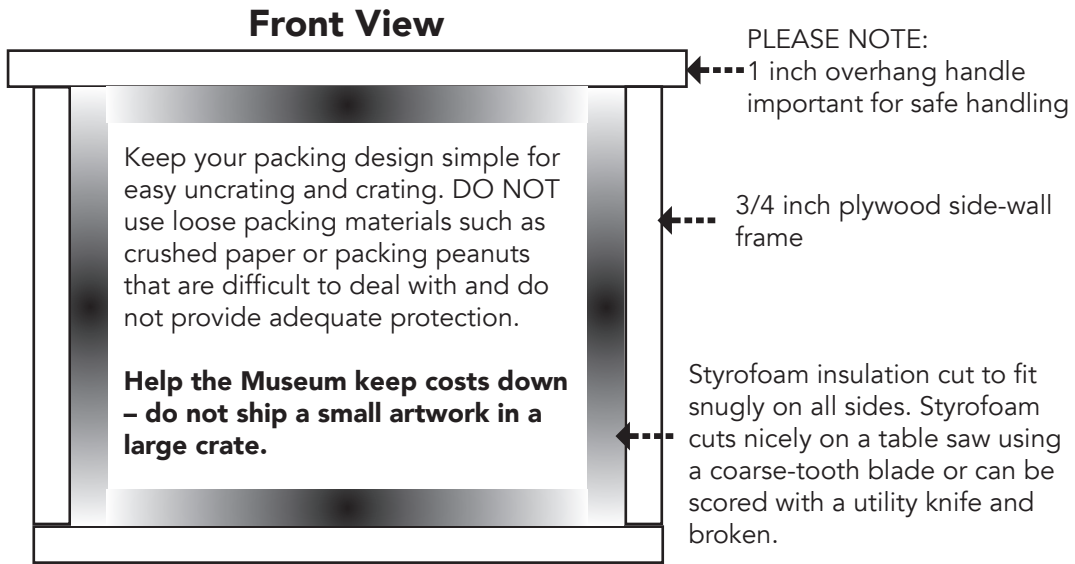
Two-dimensional artwork:

- The TitanStrongBox is preferred for shipping small and medium two-dimensional artwork. The Strongbox is sturdy, lightweight, and easy to pack and unpack. Order a Strongbox at Masterpak's web site www.masterpak-usa.com/collections/frontpage. Another option: Deluxe Artwork Shippers from Uline at www.uline.com.
- If you prefer to ship a wooden crate, use an all-plywood-constructed crate. Use 3/4 inch plywood for your crate frame and either 3/8 inch (1 cm) or 1/2 inch (12 mm) plywood panels.
NOTE: If 1/4 inch plywood panel is used in crate construction and damage should occur, our insurance underwriter will deny the claim.
- Use Styrofoam insulation cut to fit your artwork snugly on all sides. Styrofoam sheets cut nicely on a table saw using a coarse-tooth blade or can be scored with a utility knife and broken.
- Museum staff prefer crates designed with easy access for removing artwork. Avoid using loose packing materials such as crushed paper or packing peanuts that provide inadequate protection and are time consuming to pack and unpack.
- Two-dimensional works should be placed in a plastic bag or wrapped in paper or clear plastic sheeting to protect the artwork and frame from damage during shipping.
- Use Phillips or square-drive screws on the access panel. Do not use nails or mixed screw types. **Remove hanging wire before shipping.**

Three-dimensional artwork:

- Three-dimensional works should be properly supported and protected within the crate to prevent unnecessary movement and/or damage. If you are unsure how to crate your three-dimensional work, contact Shannon Pueschner, Woodson curator of exhibitions (715-845-7010; spueschner@lywam.org).

Crate Construction



United States Shipping & Insurance Instructions

Deadlines

Allow sufficient time for your work to reach the Museum prior to the June 4 or July 16, 2021, 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 #787866131) 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 outside of 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.

International Shipping & Insurance Instructions

Deadlines

Allow sufficient time for your work to reach the Museum prior to the June 4 or July 16, 2021, deadline. **Ship artwork FedEx International Economy.** For more information on how to ship internationally go to www.fedex.com/en-us/shipping/international/how-to-ship.html for guidance.

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) 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) to receive the Museum's FedEx account number for transportation charges and to discuss the International Airway bill and any other necessary paperwork.

Canada Shipping & Insurance Instructions

Deadlines

Allow sufficient time for your work to reach the Museum prior to the June 4 or July 16, 2021, deadline. **Ship artwork FedEx International Economy.** For more information on how to ship internationally go to www.fedex.com/en-us/shipping/international/how-to-ship.html for guidance.

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 www.fedex.com/en-ca/shipping.html and under FedEx Ship Manager Lite select *Ship Lite*)

- 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 #787866131.
- **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:

1. Any identifying marks or numbers on the packaging.
2. Type of packaging being used: i.e., wood crate, cardboard box.
3. Complete details of the item being shipped, including medium and support.
4. Unit of measurement used: lbs.; kgs.
5. Weight of package.
6. Fair market dollar value of item (U.S. dollars).
7. 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

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: visitorservices@lywam.org) two days prior to shipping your artwork or if you have questions.