

Birdsⁱⁿ Art

2022

Specifications & Forms



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Publicity and media relations; website; social networking

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Packing/crating; exhibition installation; shipping; Art Park

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Docent training; school tours; artist residencies; artists voices videos; programming; Activity Guide and Art Kits; Art Park

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Program support; school tours; volunteer scheduling

Matt Foss, assistant director (mfoss@lywam.org)

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Return shipping confirmation; catalogue shipping

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Instructions, Schedule & Checklist

Instructions

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

Retain a saved, scanned, or printed copy of the completed forms for your records and reference.

When completed, either return the filled PDF or scanned document via email as an attachment to ejohann@lywam.org or send the printed forms via snail mail to the Woodson Art Museum, Attn: Elaina Johann, administrative manager, 700 N 12th St., Wausau, WI 54403-5007.

Schedule

June 6, 2022	Return completed PDF forms to the Museum (see checklist below for details) Deadline for the receipt of artwork to be photographed at the Museum
July 15, 2022	Deadline for the receipt of artwork not photographed at the Museum
September 10, 2022	Public opening of <i>Birds in Art</i>
September 12, 2022	Collections Committee meets to consider acquisitions
September 16, 2022	Email notification regarding artworks selected for national tour
November 27, 2022	<i>Birds in Art</i> exhibition closes in Wausau
January 13, 2023	Return of artworks not included in national tour
January 15, 2024	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 Listing
- Form 3: Loan Inventory
- Form 4: Loan Agreement
- Form 5: Catalogue Photography & Imaging Fee
- Form 6: Permission to Use Visual Images

Artist Statement & Biographical Listing

Artist Statement & Biographical Listing Specifications

Congratulations on your inclusion in *Birds in Art 2022*! The *Birds in Art* catalogue is a key component of the exhibition, acting as a lasting visual document of all artworks and artists included in the exhibition. Each artist is represented in the exhibition catalogue with an image of their selected artwork, personal statement, and a short biography.

Artist Statement

The statement represents your voice to those who seek additional information and insight about your artwork on view. Visitors and catalogue readers are looking for specifics and details to better understand your artwork and get to know you.

You can proceed with your statement in two possible directions:

1. Prepare a statement that expresses your ideas, feelings, and reactions to the work or to the creative process that brought the work into existence. Please respond to a minimum of three of the questions on the next page (5) to help the Museum's education department prepare docent-training materials, artist voices videos, Art Kit activities, and other educational resources.
Note: Current, original, and relevant writing is required. Do NOT use a statement previously published or developed for general marketing purposes. We suggest approximately 1500 characters to ensure there is sufficient substance for a solid statement.
2. Respond to questions or topics suggested on the next page (5) as prompts 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. **Understand that the final published statement will be less than 1,000 characters.**

Send your artist statement as a separate file/page with your completed forms via email to ejohann@lywam.org as a .docx, .pages, .pdf, or in the body of the email or via snail mail handwritten or typed and printed.

Questions about the artist statement? Email Allison Slavick at aslavick@lywam.org

Biographical Listing

The biographical listing represents you through your digital presence. We are asking for your website and the social media platforms you utilize to promote your work as an artist (i.e. Instagram, Facebook, Twitter, TikTok, etc.). Museum staff place great importance on presenting accurate and consistent data in the *Birds in Art* catalogue. We will verify your website and each social media account to ensure all are connected to you as an artist and can be accessed publicly. Private accounts will not be listed.

Questions about the biographical listing? Contact Elaina Johann at 715-845-7010 or ejohann@lywam.org

Form 1: Artist Statement

Please respond to a minimum of three of the following questions or topics on a separate page and email or mail with your forms.

1. What inspired your title choice 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, impressions of the subject, or experiences overall? Were there any obstacles; if so, please elaborate.
5. What fuels your interest in art? Why do you continue creating?
6. Was there a teacher or early mentor who influenced your decision to create art? If so, describe this person and how their influence inspired or challenged you. Is this influence reflected in your exhibited work?
7. Is there anything in particular you would like the viewer to notice about your artwork selected for the 2022 *Birds in Art* exhibition? Why is this detail important to the overall artwork?
8. If you think about artworks having the ability to tell a story, please share the story of your *Birds in Art* artwork.

Optional, supplementary questions:

1. Share a personal anecdote about your life as an artist.
2. Describe a typical day and your working habits in the studio, workshop, or foundry.
3. Please describe your career, other than being an artist, and how your profession complements or contrasts your studio practice.
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 your creative process), the Woodson would gratefully accept them. Please contact Catie at canderson@lywam.org.

Form 2: Biographical Listing

Please type. If handwriting, help avoid confusion by **NOT** writing in all upper-case letters. Clearly and correctly use upper-case and lower-case letters. Also, be precise in the use of accent marks.

Name

First Middle (only if it should be included Last (i.e., surname, this name will be sorted
in the catalogue listing) alphabetically for catalogue listing)

Preferred Pronouns (check appropriate box(es))

She/her/hers He/him/his They/them/theirs Other _____

Born

Birth Year Birth Country

Currently Residing

City State/Province/Shire Country

Digital Information

Website

Facebook

Instagram

Twitter

Other

Contact Information; for Museum use only

Please provide the best contact information to better help the Museum communicate with you.

Phone Email

Street Address

City State/Province /Shire Zip

Country

Name of Artist's Spouse/Partner

Loan Inventory & Loan Agreement

Loan Inventory & Loan Agreement Specifications

The Loan Inventory and Loan Agreement forms are the contract between the Woodson Art Museum and the person who owns or holds title to your artwork, which has been selected for inclusion in the 2022 *Birds in Art* exhibition.

If you own the artwork

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

If you do NOT own the artwork

If owner is someone else (or an institution, i.e., a museum) they need to sign the forms. 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, phone 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. **A helpful suggestion: complete the forms prior to forwarding them to the Lender for signing, verification, and return to the Woodson Art Museum.**

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 (17-23) to the Lender and assist the Lender to ensure safe and timely arrival of your artwork at the Woodson Art Museum.

Questions about the Loan Inventory and Loan Agreement forms? Contact Amalia Wojciechowski at 715-845-7010 or awojciechowski@lywam.org

Form 3: Loan Inventory

Artist's Name (as you wish it to appear in catalogue)

Title of Artwork

Edition # (sculptures: total edition size; graphics: # exhibited/edition #)

Year Completed (2020, 2021, 2022)

Common Bird Species Name

Medium

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

Dimensions (2D, unframed - inches - H x W) OR (3D, sculpture - inches - H x W x D)

* include sculpture base ONLY IF it is an integral part of the sculpture & included in the catalogue image

Lender 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)

\$

Fair Market Value of Artwork in U.S. Dollars*

(value must be provided by Lender)

Available for sale Yes No

\$

If yes, Museum purchase price

Special instructions (if any)

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

Artist/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

Lender's Name

Artist's Name (if not lender)

Lender's Phone

Lender's Email

Address for Artwork Shipping:

Address for Mail Communication:

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

Mailing Address

City State Zip

City State Zip

Country

Country

PERIOD OF LOAN (Artworks chosen for tour will be returned by January 15, 2024.)

Arrival of artwork (please check one):

- Artwork will arrive at the Woodson Art Museum no later than June 6, 2022 for photography. (See page 14)
- Artwork will arrive at the Woodson Art Museum no later than July 15, 2022. (See page 14)

Return of artwork (please check one):

- Artwork is **not** available for tour and is to be returned to above address by January 13, 2023.
- Artwork **is** available for tour and if selected for tour is to be returned to above address by January 15, 2024.

INSURANCE and CRATING (please check boxes):

- I understand that the Museum will maintain insurance coverage according to the conditions on the reverse.
- I understand that if the artwork is purchased by the Museum or an outside buyer, the crating will not be returned to the artist.

PREPARATION FOR EXHIBITION and TOUR (please check boxes):

The Woodson Art Museum's policy will not allow for two-dimensional objects to be hung with wire. Please remove wire and hanging devices before shipping artwork. Curators will remove any wire attached to frames to ensure the safety of the artwork.

- If necessary to ensure the safety of the artwork or to meet exhibition design requirements, the Museum may reframe or remat the artwork. (Museum curator will call to discuss, if necessary.)
- The Museum may apply a protective backing board to the framed artwork.
- The Museum may substitute plexiglass for glass.
- The Museum may return the artwork to the Lender with plexiglass, if changed.

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 _____

 _____ 4/5/2022

Museum Curator _____ Date _____

MUSEUM USE: Received by _____ Date _____

CONDITIONS GOVERNING LOAN

Care, Preservation, and Exhibition

1. The Museum will give to borrowed objects the same care as it does to comparable property of its own. Precautions will be taken to protect objects from fire, theft, mishandling, dirt, 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 fine arts 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. In addition to full image use, cropped images or details may be used. 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 their 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 to 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 corrected) 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 to 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 6, 2022**.
- The \$100 or \$250 fee can be paid with a credit card online at <https://shop.lywam.org/payments> or by calling the Museum to use either Discover, Mastercard, Visa, or American Express, or a check in U.S. dollars drawn on a U.S. bank made payable to the Woodson Art Museum.
- Digital images should be RGB or CMYK; at least 300 pixels/in (120 pixels/cm); TIFF format preferred (JPEG and EPS acceptable); longest dimension must be 2850 pixels or 9.5 in (25cm); delivered via email to ejohann@lywam.org, DropBox or similar cloud-based file delivery, DVD, or USB flash drive.
- Please note the following before photographing:
 - Remove two-dimensional works from frames and mats to avoid shadows, glares, and reflections.
 - 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 Form 5: Catalogue Photography (page 15).
 - **Most important: to ensure quality reproduction in the catalogue, images must be sharply focused and have proper color and density.**
- 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 the 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 Form 6: Permission to Use Visual Images (page 16) completed by the photographer of the artwork, even if you photographed your own work.

Questions about catalogue photography? Contact Elaina Johann at 715-845-7010 or ejohann@lywam.org

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 14; option 1) and make \$100.00* imaging fee payment [online](#) or enclose with form. Deliver artwork to the Museum by July 15, 2022.
- Deliver a CD, DVD, or USB flash drive with digital image (see page 14; option 2) with enclosed \$100.00* imaging fee payment. Deliver artwork to the Museum by July 15, 2022.
- Attach digital image (see page 14; option 2) to email, send to ejohann@lywam.org, and make \$100.00* imaging fee payment [online](#). Deliver artwork to the Museum by July 15, 2022.
- Enclosed is the \$250.00* photography/imaging fee (see page 14; option 3). Deliver artwork to the Museum by June 6, 2022, for photography.

For a three-dimensional work, the background may be dropped: Yes No

Payment Information:

Make your payment online by following this link,
<https://shop.lywam.org/payments> or scan this QR Code.



OR

Amount enclosed/charged \$100.00 or \$250.00

Check # _____ enclosed.

Make check payable to: Woodson Art Museum in U.S. dollars drawn on a U.S. bank.

Credit Card, I called the Museum on _____.

If you want to pay with a credit card and mail this form, please call the Museum at 715-845-7010.

*Payable in U.S. dollars drawn on a U.S. bank

Please mail payment with your forms to:

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

I hereby grant permission to the Leigh Yawkey Woodson Art Museum to use the digital image

of _____ by _____
(Artwork Title) (Artist)

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

City/State/Country _____
(Location as it is to appear in the catalogue)

for such purposes as the exhibition catalogue, education materials (including the Activity Guide, Art Kits, and Museum's website), and for promotional purposes (including events calendar, exhibition invitation, and magazine or newspaper ads, and social media.) In addition to full image use, cropped images or details may be used.

Photographer Contact Information (if not artist):

Address _____

City _____ State _____ Zip _____ Country _____

Phone _____ Email _____

Website _____

Photographer Business Name _____

Print Photographer Name _____

Photographer's Signature _____ Date _____

The Museum cannot reproduce any works selected for the exhibition in the catalogue or in any other print or electronic format without this form completed by the artwork photographer, including the artist and/or artist's partner.

Packing, Crating, Shipping & Insurance

- 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 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 plexiglass instead of glass whenever possible. Plexiglass is lighter and safer for shipping. **Plexiglass 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.
- If the artwork is purchased by the Museum or an outside buyer, the crating will **NOT** be returned to the artist.

Two-dimensional artwork:

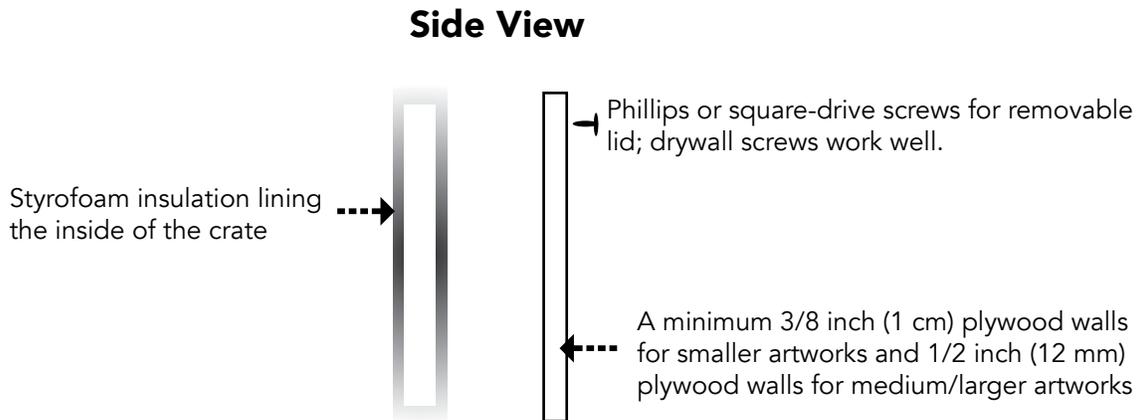
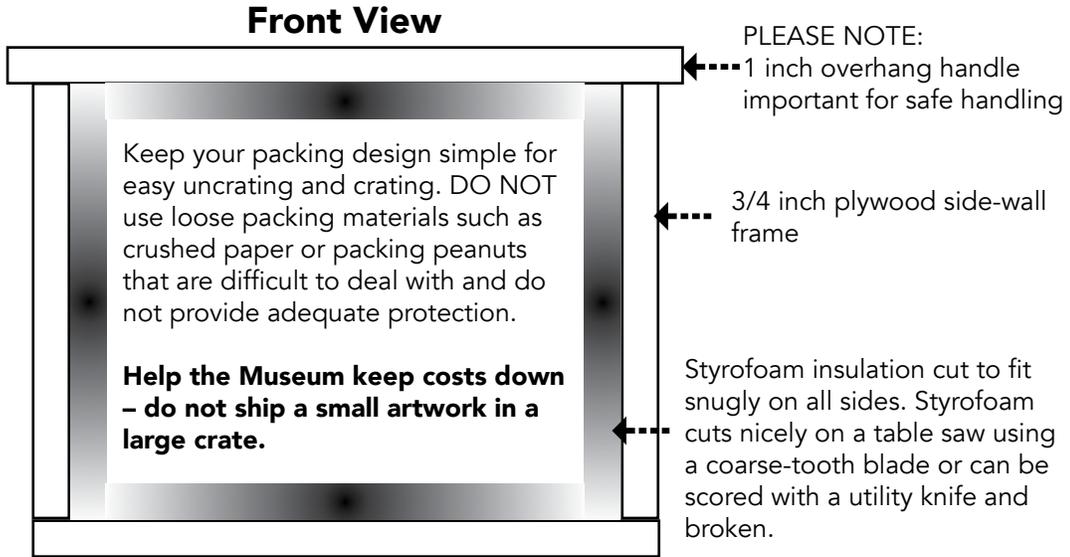
- Air Float StrongBox, ULINE Delux Artwork shippers (U.S.) or Museumpak (U.K.) are preferred for shipping small and medium two-dimensional artwork. These crates are sturdy, lightweight, and easy to pack and unpack.
- If you prefer to ship a wooden crate, use an all-plywood-constructed crate. Use 3/4 inch plywood for your crate frame and either 3/8 inch (1 cm) or 1/2 inch (12 mm) plywood panels. Line with styrofoam insulation and attach the removable lid with Phillips or square-drive screws; drywall screws work well. See page 19 for instructions. **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.

Questions on packing and crating? Contact Shannon Pueschner at 715-845-7010 or 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 6 or July 15, 2022 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 shipping 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. Note: Remove old labels from the crate face to avoid confusion in-transit.

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.

Questions on United States shipping and insurance? Contact Amalia Wojciechowski at 715-845-7010 or awojciechowski@lywam.org

International Shipping & Insurance Instructions

Deadlines

Allow sufficient time for your work to reach the Museum prior to the June 6 or July 15, 2022 deadline. **Ship artwork FedEx International Economy.** For more information on how to ship internationally, visit 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 Amalia Wojciechowski (awojciechowski@lywam.org) for specific shipping instructions prior to shipping your artwork to the Museum.

- The Museum will pay the cost of incoming and outgoing shipping 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 Amalia Wojciechowski (awojciechowski@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.

Questions on international shipping and insurance? Contact Amalia Wojciechowski at 715-845-7010 or awojciechowski@lywam.org

Canada Shipping & Insurance Instructions

Deadlines

Allow sufficient time for your work to reach the Museum prior to the June 6 or July 15, 2022 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 shipping 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.

Questions on Canadian shipping and insurance? Contact Amalia Wojciechowski at 715-845-7010 or awojciechowski@lywam.org