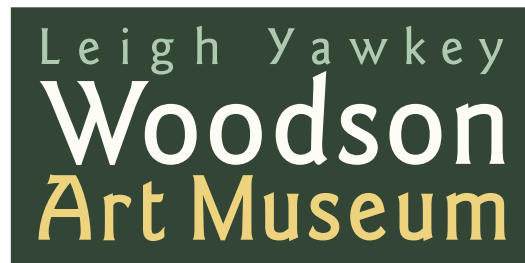


BIRDS 2024

Specifications & Forms



STAFF

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Opening experience attendance and accommodations; forms processing;
address/email/telephone/shipping changes; lender details and change of
ownership; membership

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Artists' catalogue statements; tour venues

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Return shipping confirmation; catalogue shipping

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CHECKLIST

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

- Form 1: Artist & Artwork Information
- Form 2: Permission to Use Visual Images
- Form 3: Artist Statement
- Form 4: Loan Inventory
- Form 5: Loan Agreement

Introduction

Congratulations on your inclusion in *Birds in Art 2024*! We're excited to take this journey with you. If you have any questions, do not hesitate to ask, we are here to help, email bia@lywam.org or call 715-845-7010.

Instructions

Web Form: This is a fillable Web Form. Please proceed by reviewing this document and filling out the necessary fields. At the end of this document there are instructions to submit the entire packet. When filling out this form, have all of your materials ready to enter as the form does time out.

Print and Send: If you choose not to fill out the Web Form, download the PDF from the Participating Artist Page. Please print the forms and clearly and legibly enter all the information.

When completed, either return the scanned document via email to bia@lywam.org or send the printed forms via snail mail to the Woodson Art Museum, Attn: Birds in Art Forms, 700 N 12th St., Wausau, WI 54403-5007.

Schedule

Monday, June 3, 2024	Return completed PDF forms (this document) to the Museum
Friday, June 28, 2024	Deadline for the receipt of artwork
Monday, July 15, 2024	Deadline for artist participation survey responses
Thursday, September 5, 2024	Day 1: Preview Experience for artists and Museum members
Friday, September 6, 2024	Day 2: Preview Experience for artists and Museum members
Saturday, September 7, 2024	Public opening of <i>Birds in Art</i>
Monday, September 9, 2024	Collections Committee meets to consider acquisitions
Friday, September 20, 2024	Email notification regarding artworks selected for national tour
Sunday, December 1, 2023	<i>Birds in Art</i> exhibition closes in Wausau
Monday, January 20, 2025	Return of artworks not included in national tour
Monday, January 19, 2026	Return of artworks included in national tour

Catalogue & Gallery Label

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 artwork with the label information, a biographical listing, and an artist statement. The gallery label mirrors the catalogue to tell the story of the artwork while on view.

Artist Information

The information in this section is for Museum use only to provide accurate communication with you during this process.

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.). Inclusion of social media accounts is optional. 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. For Facebook, only accounts that are artist or business pages, not personal profiles of the individual, will be included. Private accounts on all networks will not be listed.

Artwork Information

The information in this section provides the details of your artwork on display.

Image File

All artists must provide a digital image via email to bia@lywam.org, DropBox or similar cloud-based file delivery, DVD, or USB flash drive. Images that were submitted during the jury process are not high enough quality to go to print.

Digital images should be RGB or CMYK; at least 300 dpi; TIFF format preferred (JPEG and EPS acceptable); longest dimension must be at least 2850 pixels or 9.5 in (25cm).

If an artist-supplied digital image does not meet the Museum's requirements, the artist will have to pay the additional photography fee (page 5). 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.

Participation Fee

All artists included in the *Birds in Art 2024* exhibition must complete a \$150.00 payment.

Photography Fee

The Museum will professionally photograph your artwork for an additional \$150.00. If you elect for this option or if you are unable to provide a print-quality digital image.

Payment Processing

Both fees can be paid with a credit card online at <https://qrco.de/BIAfees> or by calling the Museum. We accept 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. Checks should be mailed with the forms packet to Woodson Art Museum, Attn: Birds in Art Forms, 700 N 12th St., Wausau, WI 54403-5007

Permission to Use Visual Images

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 (page 6) completed by the photographer of the artwork, even if you photographed your own work. If your artwork is to be photographed by the Museum, please leave this form blank.

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. Information in your statement also helps the Museum's education department prepare docent-training materials, Artist Voices Videos, Art Kit activities, and other educational resources.

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 that explains the creative process that brought the work into existence.
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 page 7 of this document, Form 3: Artist Statement, as prompts for the writing process. A Museum staff member then drafts a statement from the provided answers.

With either scenario, Museum staff edit statements to conform to space limitations and to the Museum's style sheet. **The final published statement will be less than 900 characters.**

Copy and paste your statement or type it into the page 8/9 open space. If you prefer, you can send your artist statement as a separate document via email to bia@lywam.org as a .docx, .pages, .pdf, or in the body of the email or via snail mail either hand-written or typed and printed.

FORM 1: ARTIST & ARTWORK INFORMATION

Artist Information

Artist's Name (as you wish it to appear in all promotional materials)

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

Preferred Pronouns (check appropriate box(es))

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

Contact Information

Phone Email

Street Address

City State/Province/Shire Zip

Country

Artist's Spouse/Partner's Name (Optional)

Biographical Listing

Birth Year Birth Country (For United Kingdom, please list country: England, Scotland, Wales, Northern Ireland)

Currently Residing

City State/Province/Shire Country

Digital Information

Website

Blog

Facebook

Instagram

Other

OVER

Artwork Information

Artist's Name

Title of Artwork

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

Year Completed (2022, 2023, 2024)

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)

Image File

Deliver digital image via email to bia@lywam.org, DropBox or similar cloud-based file delivery or mail to the Museum on a USB flash drive or DVD.

Participation Fee

\$150.00 (Required)

Photography Fee

\$150.00 (Optional)

Payment Processing

Make your payments online by following this link, <https://qrco.de/BIAfees> or scan this QR Code.



OR

Please mail payment with your forms to the Museum.

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.

FORM 2: PERMISSION TO USE VISUAL IMAGES

TO BE COMPLETED & SIGNED BY THE PHOTOGRAPHER

I will be using the Museum's services to photograph my artwork and will skip this form.

I hereby grant permission to the Leigh Yawkey Woodson Art Museum, Inc. 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.

FORM 3: ARTIST STATEMENT

Please use the questions below as inspiration for your statement.

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. How 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 2024 *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.
9. Share a personal anecdote about your life as an artist.
10. Describe a typical day and your working habits in the studio, workshop, or foundry.
11. Please describe your career, other than being an artist, and how your profession complements or contrasts your studio practice.
12. As a child, what did you want/hope to do when you grew up? How does today's reality differ from your childhood aspirations?
13. 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 let us know!

Artist Statement Text

Please use the space below to submit your prepared statement or answers to the questions on page 7. We suggest that you type in a different document and copy and paste it below.

If you prefer, you can leave this and the next page blank and send your artist statement as an email to bia@lywam.org as a .docx, .pages, .pdf, or in the body of the email or via snail mail either hand-written or typed and printed.

Loan Inventory & Loan Agreement

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 2024 *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 the 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 the “Lender” to *Birds in Art*. We need to know the Lender’s name, address, phone number, and email address.

As the 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, Shipping & Insurance instructions (pages 13 - 19) to the Lender and assist the Lender to ensure safe and timely arrival of your artwork to the Woodson Art Museum.

Questions about the Loan Inventory and Loan Agreement forms?

Call 715-845-7010 or email bia@lywam.org.

FORM 4: LOAN INVENTORY

Artist's Name

Title of Artwork

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

Year Completed (2021, 2022, 2023)

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 5: LOAN AGREEMENT

Lender's Name			Artist's Name		
Lender's Phone			Title of Artwork		
Lender Address for Artwork Shipping:			Lender 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 19, 2026.)

Arrival of artwork (please check one):

Artwork will arrive at the Woodson Art Museum no later than June 28, 2024.

Return of artwork (please check one):

Artwork is not available for tour and is to be returned to above address by January 20, 2025.

Artwork is available for tour and if selected for tour is to be returned to above address by January 19, 2026.

INSURANCE & 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 & 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
	2/29/2024
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 to the Museum 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/their 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. A new Loan Agreement form must be completed if ownership to the artwork changes while on exhibition. The new owner must fill out the Loan Agreement form.

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.

Packing, Crating, Shipping & Insurance

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. Please, ensure that egg carton foam is not directly in contact with your artwork's surface.
- 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 15 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.

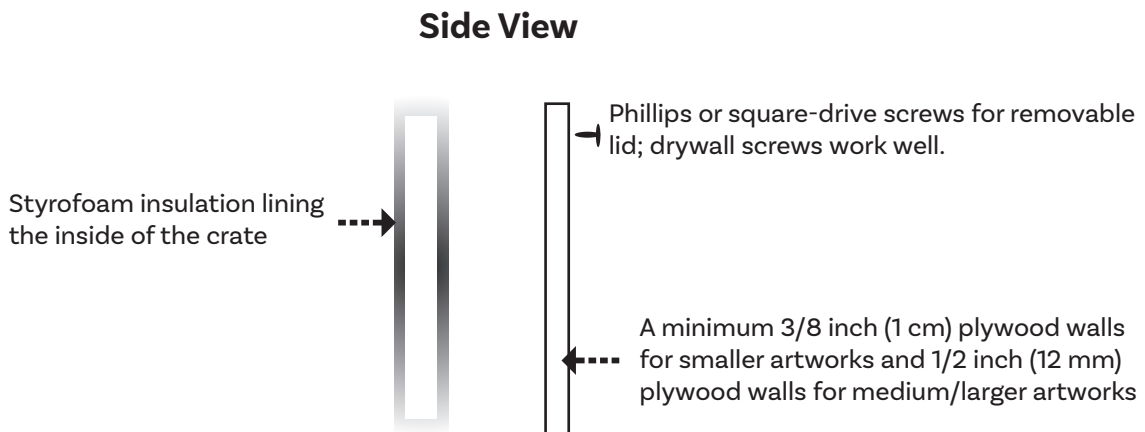
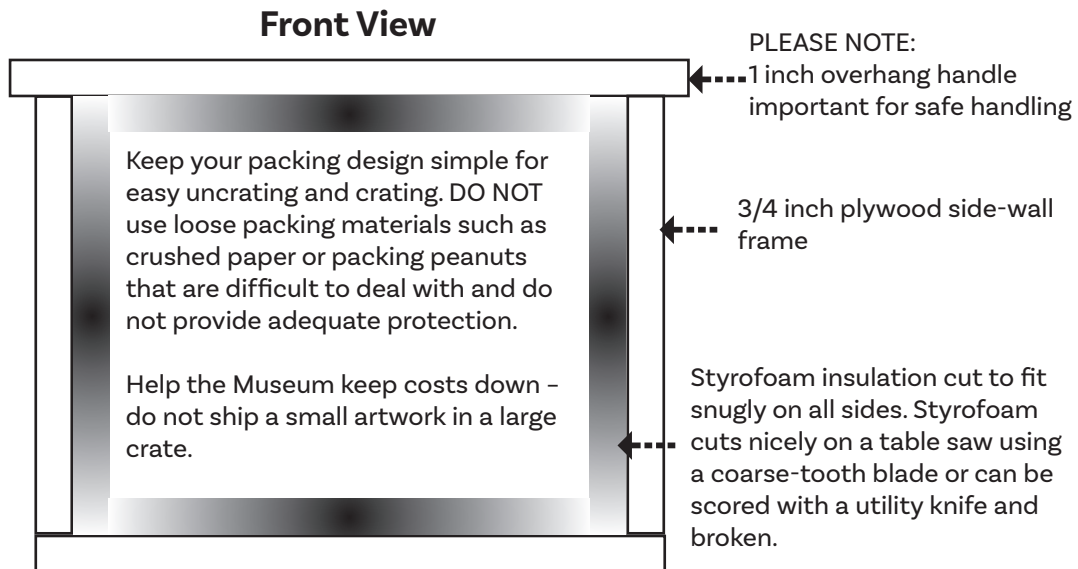
- Two-dimensional works should be placed in a plastic bag or wrapped in paper or clear plastic sheeting to protect the artwork and frame from damage during shipping.
- Use Phillips or square-drive screws on the access panel. Do not use nails or mixed screw types. Remove hanging wire before shipping.

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 shippingbia@lywam.org

WOODEN CRATE CONSTRUCTION



INSURANCE INSTRUCTIONS

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 (page 10). 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.

UNITED STATES SHIPPING

Deadlines

Allow sufficient time for your work to reach the Museum prior to the June 28, 2024 deadline.

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

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 from 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 domestic shipping and insurance? Contact Amalia Wojciechowski or Holly Van Eperen at 715-845-7010 or shippingbia@lywam.org

Leigh Yawkey Woodson Art Museum | Birds in Art 2024

700 N 12th St | Wausau, WI 54403-5007 | T 715-845-7010 | www.lywam.org | info@lywam.org

INTERNATIONAL SHIPPING & INSURANCE INSTRUCTIONS

For return artists, please pay attention as the shipping instructions changed in 2023.

Deadlines

Before returning the Remote Pickup Request as explained below, please ensure that your artwork is fully crated and ready for shipment. Upon receipt of the form, pickup for **shipping will occur within 48 to 96 hours.** Please email the completed form to shippingbia@lywam.org.

Allow sufficient time for your work to reach the Museum prior to the June 28, 2024 deadline. Artwork will be shipped via the Museum's FedEx International ConnectPlus service.

Shipping

You must complete the remote pickup request form found here:

<https://www.lywam.org/wp-content/uploads/2024/01/BIA-2024-Remote-Pickup-Request.pdf>

Please return the form to shippingbia@lywam.org.

Please ensure that weight is included in lbs. and that dimensions are in inches of the artwork in its crate. This is crucial to ensure successful pickup of the artwork.

Once the form is received, you will be contacted directly at the phone number you provide by a FedEx representative from your country of residency to arrange a pickup time. The address you provide on this form will be where FedEx retrieves your artwork. Please ensure this is accurate and that you will be physically present at that address.

- 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.
- You need to print copies of all necessary international shipping paperwork. Please include three copies of the paperwork supplied by the Museum on the outside of the crate.
- Please make sure the provided FedEx scannable barcode is visible and firmly attached to the OUTSIDE 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.

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 international shipping and insurance? Contact Amalia Wojciechowski or Holly Van Eperen at 715-845-7010 or shippingbia@lywam.org

CANADA SHIPPING & INSURANCE INSTRUCTIONS

For return artists, please pay attention as the shipping instructions changed in 2023.

Deadlines

Before returning the Remote Pickup Request as explained below, please ensure that your artwork is fully crated and ready for shipment. Upon receipt of the form, pickup for **shipping will occur within 48 to 96 hours.** Please email the completed form to shippingbia@lywam.org.

Allow sufficient time for your work to reach the Museum prior to the June 28, 2024 deadline. Artwork will be shipped via the Museum's FedEx International ConnectPlus service.

Shipping

You must complete the remote pickup request form found here, <https://www.lywam.org/wp-content/uploads/2023/05/Remote-Pickup-Request-Form-for-US-copy.pdf>. Please return the form to shippingbia@lywam.org.

Please ensure that weight is included in lbs. and that dimensions are in inches of the artwork in its crate. This is crucial to ensure successful pickup of the artwork.

Once the form is received, you will be asked to call a FedEx number to arrange shipment. The phone number will be provided to you by the Museum on receipt of your form. It is imperative you contact FedEx, or pickup will not occur. The address you provide on this form will be where FedEx retrieves your artwork. Please ensure this is accurate and that you will be physically present at that address.

- 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.
- You need to print all necessary international shipping paperwork. Please include three copies of the paperwork supplied by the Museum on the outside of the crate.
- Please make sure the provided FedEx scannable barcode is visible and firmly attached to the OUTSIDE 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.

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 or Holly Van Eperen at 715-845-7010 or shippingbia@lywam.org

Review & Submit

Congratulations on completing this document!

Review

Please review the following forms to ensure they were fully completed:

- Form 1: Artist & Artwork Information
- Form 2: Permission to Use Visual Images *Photographer signature required
- Form 3: Artist Statement
- Form 4: Loan Inventory *Artist/lender signature required
- Form 5: Loan Agreement *Artist/lender signature required

Submit

If all of the above forms with signatures are complete please sign below to submit the entire forms packet. You will need to verify your email and then you will be emailed a copy to retain for your records. The Museum will also receive a notification that you have completed this document.

Deliver digital image via email to bia@lywam.org, DropBox or similar cloud-based file delivery. If your artists statement is in a separate document please email to bia@lywam.org.

If forms 2, 3, or 4 require a 3rd party signature, please send that page to the 3rd party and then send the signed document via email to bia@lywam.org or send the printed forms via snail mail to the Woodson Art Museum, Attn: Birds in Art Forms, 700 N 12th St., Wausau, WI 54403-5007.

Artist's Name

Artist Signature