

PREPARING YOUR ARTWORK FOR HANGING

- All artworks must be wired for hanging with d-rings and plastic coated hanging wire. Household eye-hooks are not accepted. **Failure to provide proper gallery wiring hardware will result in a charge of \$20.00 for any and each piece that is not properly wired.**
- Wire your piece across the width at 1/3 the height.
- Do not use foam chips when packaging your artwork for shipping.

BRINGING YOUR ARTWORK TO THE GALLERY

- Artworks **MUST** be accompanied by your signed contract and inventory form affixed to the back of the artwork. Only one copy is required with your artwork(s).
- Any wrapping materials left with the gallery will not be saved for you. Boxes are only kept if your artwork has been shipped to the gallery.
- **Be prompt in collecting your artwork once the exhibition has ended.** All gallery exhibitions end on a Sunday. Unsold artworks are available for collection on the following Thursday and thereafter, unless otherwise stated. If you are unable to collect your artwork within two weeks after the end of an exhibition, please make gallery staff aware by calling 604.681.8534 fcashipping@artists.ca
- You must alert gallery staff to the name of anyone collecting your artwork on your behalf, in writing via email to fcashipping@artists.ca

SHIPPING YOUR ARTWORK TO THE GALLERY

- The gallery accepts shipments from all the major couriers. (FedEx, UPS, Purolator, Canada Post, Greyhound Package Express) Tuesday to Sunday from 10:00 am to 4:00 pm
- With the exception of Canada Post and Greyhound Express (*see below: IF YOUR ARTWORK IS NOT SOLD) **ALL SHIPMENTS FROM MAJOR COURIERS MUST BE ACCOMPANIED BY PRE-ARRANGED PREPAID RETURN SHIPMENT.** The gallery will not arrange return shipping on your behalf.
- If your shipment is coming from outside of Canada, you must arrange and pay for any customs and duty charges prior to shipping. **THE GALLERY WILL NOT ACCEPT AND WILL RETURN ANY SHIPMENT WITH CHARGES OWING.**

IF YOUR ARTWORK IS NOT SOLD

- **FEDEX, UPS, PUROLATOR etc.:** **ALL SHIPMENTS FROM MAJOR COURIERS MUST BE ACCOMPANIED BY PRE-ARRANGED PREPAID RETURN SHIPMENT.** The gallery will call the courier on your behalf to schedule a pickup for return.
- ***CANADA POST:** The gallery will contact you for credit card information in order to pay for return postage.
- ***GREYHOUND PACKAGE EXPRESS:** The gallery will return your package via Greyhound. Greyhound Package Express does not require a credit card or pre-payment for return shipments. Payment is made at time of collection from the depot.

Artworks for return generally leave the gallery within two weeks after the end of an exhibition. Please make the gallery aware of any timing concerns you have before the end of the exhibition. Any special return instructions must be made by email to Ted Fraser at fcashipping@artists.ca

Please address any questions regarding shipping and return to Ted Fraser at 604.681.8534 or email fcashipping@artists.ca