



## FCA - SHIPPING MANUAL





INSTRUCTIONS FOR PREPARING WORKS TO BE GALLERY HUNG, AND INFORMATION ON SHIPPING TO THE FEDERATION GALLERY

### PREPARING WORKS TO BE GALLERY HUNG:

- All two dimensional artworks must be wired for hanging with **d-ring hangers and plastic coated** picture hanging wire (these can be found at art stores and home improvement stores in the picture and mirror hanging section of the store).
- Wire your piece across the width at 1/3 the height.
- Tape the exhibition contract to the reverse side of the painting. Painter's tape works best and will adhere well to canvas or panel.

Note: For artworks delivered to the gallery by hand, the shipping department does not store or keep packaging or bags.

Note: Failure to provide proper gallery wiring as required by the Federation Gallery will result in the gallery changing the wire, and charging a \$20.00 handling fee.

	<p>The d-ring hangers are the required hardware for gallery hanging. Wire your frame at about one third of the vertical height and ensure that the wire is taut.</p>
	<p>Please use plastic coated picture hanging wire. This saves the hands of our volunteers, staff members and artwork surfaces or frames.</p>
	<p><b>Please <u>don't</u> use eyehooks.</b> They are not strong enough, nor professional in appearance.</p>
	<p>Saw tooth hangers that often come with smaller frames re likewise <b>not permitted</b>. They are ineffective in a public gallery setting. <b>Please wire your work with the required d-ring hangers.</b></p>

## DISPLAY / SUBSTRATE REQUIRMENTS

### 2D



- When artwork is on the wall, hanging equipment must be invisible, therefore the gallery doesn't accept canvas board, pressboard or masonite - unless framed.
- If artwork is framed, please ensure under the glass is clean of dust or debris.
- All canvas works, must be at least 1.5 inches thick, or **must be framed**.
- All work in the gallery is for sale, please ensure that your artwork is in gallery presentable condition and ready for sale.

Note: No wet or tacky paintings will be accepted

### 3D

- The Federation Gallery has plinths and display surfaces for sculptures.
- If you would like to bring your own stand or structure to display your sculpture on, first please speak with the gallery staff about this and then when accepted, deliver to the gallery prior to the cut off of the delivery window.

Note: In addition to these requirements, please remember that each exhibition has it's own regulations. Always refer to the **Call Booklet** for these particulars.

	<p>Canvas board, pressboard or Masonite <b>MUST</b> be framed.</p>
 <small>brookfieldartpod.co.uk</small>	<p>Canvases are accepted, both regular and gallery wrap. Gallery wrap canvases must be 1.5 inches deep or, if thinner, <b>MUST be framed.</b></p>



Wood panels are accepted.

## SHIPPING

### SHIPPING TO THE GALLERY

Address all works to the gallery as below:

ATTN: "*Exhibition Name*"  
Federation of Canadian Artists  
1241 Cartwright Street  
Vancouver BC, V6H 4B7  
Canada

- Please ensure **your name** and the **name of the exhibition** are clearly displayed on the outside of your box.
- The Art Handler will need to repurpose all of your packaging materials, so keep this in mind when choosing packaging.
- You are welcome to organise pre-arranged return shipping labels (waybills) however this is **not** necessary.
- Ensure your box is suitable for shipping: strong, structured. You can only reuse a box so many times before it loses its integrity and you risk damaging work during transit.
- If your package is coming from outside of Canada, you must arrange and pay for any customs or duty charges.

**DO NOT** ship your artwork wrapped in sheets of cardboard – use a box instead  
**DO NOT** use packing peanuts – use crumpled paper or bubble wrap instead  
**DO NOT** use many little pieces of bubble wrap – use a larger piece instead  
**DO NOT** use Styrofoam – use cardboard or foamboard instead

For basic instructions on how to package your artwork, please see below. Take this as recommendation only, as each work will require individual attention. Always research on your own how to best package and ship your individual work:

1. Wrap the work in protective paper, such as glassine / wax paper
2. Use cardboard corners for framed artwork
3. You can secure the corners by wrapping all four sides in cling wrap, this will also cover and protect the frame
4. Wrap the work in bubble wrap with the bubbles facing inward
5. Use crumpled paper or more bubble wrap to secure the work tightly in the box so that it doesn't move; this is key
6. Use a strong, supportive, thick box

Note: Step **4** is interchangeable with step **2**.

#### FOR RETURN SHIPPING OF UNSOLD WORKS

- Once a show concludes, the Art Handler will work to redox all unsold works, invoice the artists, and once invoices are paid, organise for the works to be returned.

Note: this process can take between 2 – 4 weeks depending on the amount of works needing to be returned. If you need your work expedited, please inform the Art Handler.

- The Federation Gallery uses a third-party shipping company called Freightcom for all of our shipping needs. Freightcom sources the most efficient courier, which changes on a daily basis. We predominantly use **UPS, FEDEX, Purolator** and **Canpar**. The courier will be dependant on the rate on offer. We do not tend to use Canada Post. If you require Canada Post for shipping due to living in a more rural location, you must inform the Art Handler.
- The gallery will use the address associate with the artist's fine. If this needs to be different for the return shipping, please notify the Art Handler.
- If you are wanting to use a pre ordered way bill, feel free to include it in the package or email it post show to the Art Handler. Please **DO NOT** organise a pickup for these way bills on behalf of the art gallery, we will do that from here.

## PICKING UP ARTWORK FROM THE GALLERY

- If picking up artwork from the gallery after a show, ensure you collect your artwork within the given two-week pickup window. If your work is not collected within this timeframe, (stated in each call booklet) you will be subject to a storage fee of \$20 per work, per week. With a new exhibition every two - three weeks, and limited space, we cannot offer long term storage. It is up to the artists to be responsible for holding to the pickup window, or arranging an alternate pickup person to come collect the work on your behalf.
- If you are allocating another to collect your work, be sure to inform the Art Handler or other Gallery Staff:
  - . Name of person coming to collect your work
  - . Date they will be coming to the gallery

Note: Including a way bill does not ensure you will get your work back at a faster pace. Again, if you need your work expedited, please inform the Gallery Staff.

## FREIGHTCOM

Federation Artists are invited to sign up with Freightcom for discounted shipping up to 75% off! Use the link [HERE](#) to create an account, and when prompted, use the code ARTS for discounted shipping rates.

For any questions relating to shipping, storage or handling, please contact the Art Handler:

Hannah Neuman  
604 681 8534  
shipping@artists.ca