



## **FRAMING GUIDELINES**

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These framing guidelines are intended to help ensure the safety of your artwork, the safety of its handlers, and to maintain a high standard of presentation for the CWA 46<sup>th</sup> National Exhibition. Paintings considered unsafe for hanging may not be hung at the discretion of the Gallery Presentation Chair. Any repairs or adjustments will result in extra charges.

- Use neat and sturdy metal or wood frames with square corners. No ornate or rococo frames.
- Plexiglas™ glazing is required. ABSOLUTELY NO GLASS. Floated art must not touch the plastic.
- Mats, if used, shall be white or off-white, clean and neatly cut. Thin, colored liners are acceptable.
- Backing material shall be foam board or acid-free backing materials, no cardboard backing. Wood frames may have a paper backing (dust cover) glued to the edge of the frame.
- Picture frame hangers MUST be flush with the frames; NO sawtooths, clamps or eye hooks.
- Wire must be fastened securely, with the wire ends taped. Center of wire should reach two inches below the top of the frame.

## **HANDLING and STORAGE FEE**

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All accepted paintings will have a handling and storage fee of \$45. Please make the check or money order to CWA and include it with your painting.

## **PAINTING LABEL**

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Please cut out the painting label printed below the information for shipped paintings. Fill it out and attach it to the upper back left corner of the painting.

## **HAND DELIVERY INFORMATION**

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Receiving for hand-delivered paintings will be Saturday, November 7, 2015, 10 am – noon  
Trinity Lutheran Church  
Luther Hall  
2317 Buena Vista Ave  
Walnut Creek, CA 94597  
925-935-3360

### **Checklist for Hand-Delivered Paintings**

- \$45.00 handling/storage fee (check or money order made payable to CWA)
- Signed Artist Label, attached to the upper back left corner of painting
- Signed Artist Show Contract
- One-page biography or artist statement (optional)
- Catalog Order Form (optional)

### **Pick Up Hand-Delivered Paintings**

Hand-delivered paintings may be picked up on Monday, February 29, 2016, between 10 am – 12 noon, Academy of Art University, Cannery Galleries, 2801 Leavenworth St., San Francisco, CA 94109. Any entry retained in the possession of CWA more than three months beyond the close of the 46<sup>th</sup> National Exhibition becomes the property of CWA.

## SHIPPING INFORMATION

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Please arrange for your shipped painting to arrive between Nov. 2 – 6, 2015. **Use only UPS or FedEx for shipping.** Ship paintings directly to:

California Watercolor Association  
Trinity Lutheran Church, Luther Hall  
2317 Buena Vista Ave,  
Walnut Creek, CA 94597  
925-935-3360

Shipping carton **MUST** be strong and sturdy. We recommend reusable cartons, preferably Airfloat Strongbox containers or equivalent. **PLEASE NO wooden crates, screws, nails or Styrofoam peanuts. Your painting will be ineligible for the exhibition if these materials are used.**

Insurance is the artist's responsibility. CWA recommends that you purchase your own "supplemental" insurance if you are concerned about damage or loss to your painting. Consult with your insurance professional.

### Checklist for Shipped Paintings

- \$45.00 handling/storage fee (check or money order made payable to CWA)
- Signed Artist Label, attached to upper back left corner of the painting
- Signed Artist Show Contract
- One-page biography or artist statement (optional)
- Catalog Order Form (optional)
- Prepaid, addressed return shipping label (**FedEx or UPS ONLY**)

Shipped paintings will be returned after March 2016, according to your **prepaid return shipping instructions. Completed return label must be included—FedEx or UPS ONLY.**

**PAINTING LABEL—Cut and tape to upper left corner of back of painting**

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<b>CWA 46th National Exhibition</b> <b>January 5 – February 28, 2016</b>		
First Name	Last Name	
Street		
City	State	Zip
Telephone number	Email	
Painting Title		
Price		
Tape this label to upper back left corner of painting.		



California Watercolor Association  
46<sup>th</sup> National Exhibition  
January 5 – February 28, 2016

## **ARTIST SHOW CONTRACT**

(For the transport, storage, handling, and display of painting)

I voluntarily submit my painting, (titled) \_\_\_\_\_, to the California Watercolor Association (CWA) for the 46<sup>th</sup> National Exhibition during the months of November, 2015 – March, 2016.

I understand that this painting has been selected for this exhibition, and that it will be transported by private or commercially owned vehicles by one or more members or volunteers of CWA from our judging location to the storage location, to the Exhibition venue, and returned to the shipping venue.

Neither CWA nor any member or volunteer of CWA has liability insurance in connection with these transport and storage activities, and that the storage and transport of this painting is performed on a totally volunteer basis by CWA members and/or volunteers, and is requested by me or by the painter who has authorized me to submit it to receiving.

I, therefore, waive all claims of loss or damage of any kind whatsoever resulting directly or indirectly from transport, storage, handling, hanging and display of paintings and hold harmless and indemnify CWA and its members, volunteers or business locations in the event that the painting is damaged, destroyed, lost or stolen. I further agree that any entry left over three months beyond the close of the exhibition becomes the property of CWA.

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Please Print Name

# California Watercolor Association 46th National Exhibition Catalog Order Form

Please complete order form, attach check, and include with your shipped or hand-delivered painting. You may also mail the order form to:

Ruth Miller  
74 N. Jackson Way  
Alamo, CA 94507

## SHIPPING INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

## QUANTITY

## TOTAL

\_\_\_\_\_ Catalogs x \$15.00 each \$\_\_\_\_\_

Shipping & Handling (see below) \$\_\_\_\_\_

**Total Amount Due** \$\_\_\_\_\_

(Make check payable to CWA)

Note: Catalogs will be available in January 2016.

## SHIPPING & HANDLING CHART (USA only)

Number of Catalogs	Shipping & Handling Fee
1	\$ 2.00
2	\$ 3.00
3 to 5	\$ 6.00
6 to 10	\$12.00

\_\_\_\_\_ Please check here if you are attending the CWA National Exhibition Reception at the Academy of Art University, Cannery Galleries, 2801 Leavenworth St., San Francisco on Thursday, January 7, 2016 and wish to pick up your **pre-paid** catalog order. The Shipping and Handling fee will be waived.