



CONGRATULATIONS!

813 Sophia Street
Fredericksburg, VA 22401

540.373.5646
www.fccagallery.org

We want one or more of your works in our exhibition. Refer to the enclosed notification form to see which one(s).

	Accepted Works Checklist	
	Artist's Statement And Web Images	<p>Please send/deliver or include a brief Artist's Statement and/or Resume/Bio with your artwork.</p> <p>JPGs of accepted works may be submitted to websitephotos@fccagallery.org Maximum of 1500 pixels in the longest dimension.</p>
	Art Preparation	<p>All works should be clearly labeled with title and artist's name and 2-D work ready with secure wire to hang. NOTE: No saw tooth hangers.</p>
	Deadline	<p>The deadline for all accepted work shipped or hand delivered is 4 pm on the date given in the contract.</p>
	Delivery to FCCA	<p>Shipping Artists are responsible for shipping charges of works to and from FCCA. FCCA is not responsible for return shipping cost.</p> <p>Ship to: Fredericksburg Center for the Creative Arts 813 Sophia Street Fredericksburg, VA 22401 (540) 373-5646</p> <p>Enclose with your shipment, a pre-paid return shipping label with valid barcode and tracking number OR UPS or FedEx Shipping Document with the receiver's account number and check mark in box "BILL RECEIVER/RECIPIENT."</p> <p>Packaging All containers and shipping materials MUST be clearly marked identifying the artist and should be sturdy and reusable. An acceptable method is to tightly wrap work in bubble wrap and then ship in a sturdy box. Note: Please, no styrofoam peanuts.</p> <p>Labeling Please label on the exterior of the shipping box with the artist's name, the show's title, and arrows indicating where the box should be opened.</p> <p>Insurance Artist is responsible for insuring works during shipping and exhibition. FCCA does not provide insurance but makes every effort to protect work and handle it responsibly.</p>
	Return Shipment to Artist or Pickup	<p>Shipping Artists are responsible for shipping charges of works to and from FCCA as arranged by the artist. Please indicate on the contract which method you are using.</p> <p>Shipping Options</p> <ol style="list-style-type: none"> 1. A completed Federal Express Airbill (1-800-463-3339) with "Recipient" checked and a credit card or FedEx account number in Box 7 "Payment," or 2. A completed UPS shipping document with "Receiver's or Third Party's UPS account number or major credit card" section at the bottom right corner filled in, or 3. If you prefer Ground Delivery via UPS Ground or FedEx Ground, please include with your work a completed pre-paid return shipping label with valid bar code and tracking number. Bar coded shipping label may be emailed by the carrier to curator@fccagallery.org . <p>You also have the option of picking up your work during FCCA gallery hours on the date given in the prospectus or within 10 days. Please arrange with curator if extended time is needed, up to 30 days.</p>
	Publicity	<p>Publicity fliers for each exhibit are available on our website for download when exhibits are posted. The artist is responsible for the replication costs.</p>