



Wrap City 'N Glue, LLC

3071 State Route 28 (non-USPS shipments)
PO Box 671 (USPS only)
Old Forge, NY 13420
phone: (315) 369-2262 fax: (315) 369-2660
email: wrapcitynglueLLC@aol.com

All Shipping and Handling fees are the responsibility of the Artist. Please do not ship your painting until you have contacted us. Please arrange your own incoming and return shipping.

- **Wrap City N Glue, LLC accepts prepaid shipping labels from Fed Ex or UPS (shipping order forms are not accepted). The artist is fully responsible for arranging BOTH the incoming shipment prior to the exhibit and the return shipment at the end of the exhibit. Please enclose a fully pre-paid return shipping label inside of the box for us to use at the close of the exhibit. We will contact you when your painting is packed and ready, so that you can call UPS or Fed Ex to pick up your package.**
- **Please do not ship using Peanuts, or any type of small styrofoam pieces. If you ship using peanuts, they will be removed from the box and replaced with appropriate bubble wrap at the artist's cost plus a \$5.00 surcharge for proper disposal of these materials.**

Contact Wrap City 'N Glue, LLC via email, fax or phone to provide all information in this box.

Please leave enough time for you to ship your painting in to Wrap City 'N Glue, LLC by dates listed below

Artist's Name _____

Street Address _____

City _____ State _____ Zip Code _____

Phone # _____ Email _____

Painting Title _____

Finished Package Dimensions: L ____ W ____ H ____ (FedEX & UPS require that all dimensions are rounded up to next full inch and pound) Weight: _____ pounds

MasterCard or Visa # _____ Expiration Date: _____ Code on back _____

(Credit card information is for handling charges described below)

Required Handling Fees, paid directly to Wrap City 'N Glue, LLC:

Wrap City 'N Glue, LLC, working as the Agent to View, receives, unpacks, inspects, photographs and documents each painting and its packaging. We store the packaging and properly wrap each painting in a travel mailer and carefully hand deliver paintings to View with each entry's attached documentation. At the end of each exhibition, we retrieve, inspect and document all paintings, then repack and ship them back using the artist's own prepaid shipping label. For this service, Wrap City 'N Glue, LLC receives a **total of \$40.00 for each individual painting in a box**. This fee is inclusive of both incoming and return handling services. (If more than one painting is shipped in one box, the handling cost for the second painting is reduced by 50% to \$20.00 total.) **In the event that you pick up your painting or your painting is sold, we will reduce your fee by \$5.00 and refund this to you at the end of the exhibit, therefore your cost will be \$35.00 one way.**

The invoice for this handling fee can be paid to Wrap City 'N Glue by credit card. If you do not have a credit card you must send a bank or cashier's check for the full amount to: Wrap City 'N Glue, LLC, by the dates listed below. We will arrange with you to return your packaging back to you in the event that your painting is sold, at your cost. If the artwork is selected for the travel show, your painting will be returned upon the close of the traveling exhibition.

Adirondack Theme Exhibit (Rock, Paper, Scissors) All shipped entries must arrive Feb 27 through Mar 2, 2012

Northeast National Pastel Exhibition All shipped entries must arrive March 5 through March 22, 2012

ANEAW (Watercolor) All shipped entries must arrive May 7 through June 1, 2012

Central Adirondack Art Show All shipped entries must arrive June 11 through June 22, 2012

When Packing Your Fragile Items, please:

- **DO NOT USE crumpled paper or FOAM PEANUTS, use Bubble Wrap type cushioning materials instead**
- **Use easily removable tape (masking tape) or special glass film on glass. Do not adhere anything to Plexiglass**
- **Use plexiglass as a lightweight replacement for glass where it will not adversely affect the artwork**
- **Use AirFloat style boxes whenever possible. Although they are expensive, these can often be used several times**