Instructions for pick-up and repacking artwork

- On the day the show closes, Saturday, July 1- hand pick-up time will be 4-6pm
- On Sunday, July 2, artists can pick up their work between 11 am - 6 pm. One or two people can help with hand pick-up sign-outs, and the rest will help sign out and pack-up shipped artwork. We are hiring people to re-pack the work, so the few volunteers will be there to supervise the instructions below, if needed.

HAND PICK UP
Sign your initials, in “Checked Out By” column on far right of the Hand pick up spreadsheet. Write clearly. If the artist wants to initial, you can have them initial in the NOTES column next to that. In most cases, the artist can retrieve their own work, but when a ladder is required, please get it yourself, or ask Carlos in the gallery to help. Please take out hooks when possible, and retrieve them- they belong to NAWA.

SHIPPED
- Get a box and look at the artist’s name
- Go to the price list and find the artwork’s location (wall letter and artwork number). Take off the wall or pedestal, retrieve hooks for NAWA when possible.
- Get the artwork, and rewrap carefully in the packing material the artist sent, following any instructions packed with the work.
- Double check that the artwork matches the right artist and shipping box.
- Tape the box securely
- Put in appropriate FedEx or UPS pile of boxes to be picked up Monday AM
- Mark the Excel spreadsheet clearly with your initials to show it was you who packed up and sent
- FedEx and UPS will be called before the show closes to ensure time of pickup

Any questions about shipping or labels, please ask Christie or Jill.