



813 Sophia Street
 Fredericksburg, VA 22401
 540.373.5646
www.fccagallery.org

	Accepted Works Checklist	
	Artist's Statement And Web Images	Please send/deliver or include a brief Artist's Statement and/or Resume/Bio with your artwork. JPGs of accepted works may be submitted to websitephotos@fccagallery.org . Maximum of 1500 pixels in the longest dimension.
	Art Preparation	All work 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.
	Deadline	The deadline for all accepted work shipped or hand delivered is 4 pm on the date given in the contract.
	Delivery to FCCA	Shipping Artists are responsible for shipping charges of works to and from FCCA. FCCA is not responsible for return shipping cost. Ship to: Fredericksburg Center for the Creative Arts 813 Sophia Street Fredericksburg, VA 22401 (540) 373-5646 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."
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: No styrofoam peanuts.		
Labeling Please label the exterior of the shipping box with the artist's name, the show's title, and arrows indicating where the box should be opened.		
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.		
	Return Shipment to Artist or Pickup	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.
Shipping Options <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 <u>option of picking up your work</u> 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	Publicity fliers for each exhibit are available for download on our website www.fccagallery.org when the exhibit is posted. The artist is responsible for the replication costs.