



**Important, please read and follow all details**

## **Marking Time: Celebrating the 70<sup>th</sup> Anniversary of The Boston Printmakers**

**PLACE:** Cotuit Center for the Arts, 4404 Falmouth Rd, Cotuit MA 02635 508-428-0669

**EXHIBITION DATES:** August 5 – September 16, 2017

**RECEPTION: Anniversary Celebration!** Saturday, September 9, 5:00 - 7:00pm

### **FRAMING & PACKAGING**

- All work must be framed in simple (Nielsen like) black metal or black wooden frames, no more than 1/2" thick on the front edge.
- All prints are required to be framed with Plexiglas, white standard mats, and ready to hang with hanging wires or D-rings.
- Place your framed print into a clear plastic bag before boxing.
- Please **DO NOT** use peanuts with your packing materials, they are too messy for the gallery.
- Please complete the enclosed CCftA Gallery Loan form. Use the lower portion to label your work, as directed.

### **SPECIAL HANGING INSTRUCTIONS**

This message is only for those who have already received permission from Michelle Law for an alternative method of hanging/installing your submission.

- Please write a detailed description of what is needed for alternative hanging method of what was pre-approved by Michelle Law. Include diagrams if needed.
- Please include all materials needed for your special request including specific nails/hooks, L-Pins, wires, magnets, etc. The gallery is only prepared to install wall ready works and does not have alternative materials in stock.
- Pack materials and instructions safely, and include them in your shipping box.
- Please **do not** call or email Michelle with questions or clarification, this is CCftA's busiest season with the summer stage and many programs running during summer.
- Questions may be directed to [renee@bostonprintmakers.org](mailto:renee@bostonprintmakers.org) or [mary@bostonprintmakers.org](mailto:mary@bostonprintmakers.org)

### **SHIPPING**

All shipped work must arrive between **July 17 - 28, 2017** to the Cotuit Center for the Arts. Shipped work should be sent attention to Michelle Law, Cotuit Center for the Arts, 4404 Falmouth Rd., Cotuit MA 02635

- Each artist will be responsible for insuring their own work while in transit. While at the Center, it will be insured by the gallery.
- NO work will be sent directly to the Boston Printmakers address.
- Each artist will provide a pre-paid, UPS return shipping label including insurance.
- Please put completed loan form and UPS return label inside an envelope. Write your name on the envelope, and tape it to the outer clear plastic bag.
- Please provide sturdy packaging that can be re-used for return of work. (Double-boxing is recommended for sending framed works.)

## **HAND DELIVERY**

**Hand delivery day and time:** Monday, July 31, 10am-4pm **only** at Cotuit Center for the Arts, 4404 Falmouth Rd., Cotuit MA

- Please be sure works are wrapped in a clear plastic bag, enclose a completed gallery loan form in an envelope with your name on it, and place inside the bag.
- Also, prepare and enclose any special hanging instructions and hardware as described above, and place inside the bag.

The Boston Printmakers board have arranged two hand-drop off opportunities in the Boston area, which we will deliver to Cotuit. Please **do not** mail packages to these locations, and please hand-deliver them at these specific times **only**:

1. **Tuesday, June 6, 5:00-6:30pm** Lesley University College of Art and Design, 1801 Massachusetts Ave., Cambridge MA [renee@bostonprintmakers.org](mailto:renee@bostonprintmakers.org)
2. **Saturday and Sunday, June 24 & 25** Home of Sandra Cardillo, Treasurer, 67 Hastings Street, Framingham, MA 01701 [sandra@bostonprintmakers.org](mailto:sandra@bostonprintmakers.org)

**NOTE:** If you work is fragile, three-dimensional or oversized, please email the contacts above before dropping works off that we may not be able to handle.

## **PLEASE CHECK & VERIFY INFORMATION ABOUT YOUR PRINT**

Check the list [here](#) be sure we have the information correct about your print. If we need to make corrections please email us the information.

Thank you for your participation in this very significant exhibition, we look forward to the show and celebration,

Mary Taylor and Renee Covalucci