

## GNSI Annual Meeting Exhibition – 2015

Please follow these instructions to ship the artwork to the Arcadia University Art Gallery.

- **Artwork must be delivered between 27 June and 1 July 2015.**

The work will be stored in a secure location until it is hung for the show and the hanging itself will be implemented by members of Arcadia's professional gallery staff. The gallery is only accessible from one detector protected entrance.

- Deliver to:  
Arcadia University  
Department of Visual & Performing Arts  
Attn: Matthew Borgen  
450 S. Easton Road  
Glenside, PA 19038

- Framing-

All artwork must be matted in a simple frame with double hanging wire and ready to hang. Any color of mat is acceptable. Glazing with acrylic is required. For friable media such as carbon dust or pastel, use a double mat and perhaps spacers between glazing and mat. Spacers must be attached to the back of the frame to protect frame and wall. Label on back with form provided below.

- Insurance & Shipping-

Artists are responsible for insurance and shipping to and from the exhibit. Neither Arcadia University nor the Guild is responsible for damage during delivery of artwork or temporary storage of artwork. The AU Gallery will insure the artwork during the exhibit.

Be very careful in preparing work for shipment. Shipping materials will be reused for return of artwork. Please ship your artwork in sturdy boxes and packaging that ensure safe delivery and return. Simple protection can be made with plastic foam style pipe insulation from a home building supply store. The foam is slit and can be cut to size and slipped onto the frame.

- Return postage must be included in shipment. Include a prepaid return shipping label with the artwork

Mail, fax or e-mail this Art Reuse Permission Form & Artwork Information Section back immediately!

To: Matthew Borgen, GNSI Annual Exhibit Coordinator  
*Address as above*  
215-572-2133 (phone)  
215-881-8774 (fax)  
[borgenm@arcadia.edu](mailto:borgenm@arcadia.edu)

**Proof and make any necessary changes to the following information.**

### Artwork Information Section

Name:

Address Line 1:

