

DELIVERY AND COLLECTION INSTRUCTIONS, LOCAL COURIERS

DELIVERY PROCEDURES FOR SELECTED WORKS

1. All artwork must be of a durable material, made ready for hanging (fitted with substantial hanging wire or heavy duty cord and 'flush D hangers'- NB: eyehooks are not acceptable).
2. Artists must print out the Delivery Docket and artwork labels which will be sent via the Successful Artists notification email. If they are not attached to the Successful Artists email notification, please log in to the portal (personal gallery) and print them. The Delivery Docket which covers all artwork, and one label per artwork are needed. Each label must be cut out and attached securely to the back of the artwork in the centre at the top.
3. The Delivery Docket must be brought with all deliveries. The Delivery Docket is vital because it will be signed as proof of delivery. It will be needed to pick up unsold artworks. The Delivery Docket also allows the Artist free entry on public days (excluding the Gala Opening).
4. If Artists, prior to delivery, need to make any changes prior to the artwork's title, description, size or price, they must log on and make the changes, then reprint both the Delivery Docket and the label of the artwork for which changes have been made.
5. All exhibits for the physical Exhibition must be delivered to the Eltham Community and Reception Centre, 801 Main Road Eltham, from 12 noon – 5 pm Monday 29 August, 2022 **and Tuesday 30 August between 9 and 2 pm.** Artworks will not be accepted or considered if received after this time, nor will any fees be refunded.
6. Artworks must be delivered free of all charges etc. and free of all packaging except for a minimum of bubble wrap. No payments whatsoever will be made by the Administrator for freight or other charges incurred in delivery or return of entries. Entries which breach this condition will be rejected.

COLLECTION INSTRUCTIONS

1. Exhibitors and purchasers must collect their works on the designated days – either Sunday 4 September between 3 and 5 pm, or Monday 5 September 2022 between 9 am – 12 noon.
2. Artworks will only be released for collection upon production of the Delivery Docket, or Receipt of Purchase, even by couriers.
3. The Administrator does not pack artworks. There will be bubble wrappings from deliveries available until depleted. If artworks are to be collected by a courier, they will need to pack them. The Administrator is unable to guarantee return of artwork in the original packaging.

4. An additional late handling fee of \$50.00 per Artwork will be incurred if not collected by 12 noon on Monday, 5 September 2022.
5. After the close of the Exhibition, all unsold artworks from this show will be displayed for a further 4 weeks at the Online Gallery at no cost to the exhibiting Artist. On collection of unsold artwork at the close of the Exhibition, the Artist must inform the Administrator if they do NOT wish to have their artwork continue to be displayed online.
6. In addition to Clause 4, if an Artist fails to collect his or her unsold artwork[s] at the designated time, they will be stored for a period of 14 days at the cost of the Artist. After that the Administrator may sell, in any manner they determine, and retain the net proceeds after all costs.

COURIERS AND FREIGHT

1. For online sales, at the completion of the sale transaction the artist will be informed of the buyer's details. The Artist then has the necessary details required to contact the buyer and negotiate cost/shipping/postage arrangements. A tracking option is recommended in the Artists best interests for a confirmed delivery. After the satisfactory delivery of the purchased artwork to the buyer, the buyer will be contacted by the Administrator to confirm its delivery. The artist will be paid after this confirmation. The artist is responsible for delivery of sold artwork to the buyer.
2. The Administrator does not recommend individual courier companies, but provides the following list to assist artists to find one which suits their circumstances:

Australia Post

<https://auspost.com.au/parcels-mail/calculate-postage-delivery-times/#/>

Pack & Send – Bundoora

www.packandsend.com.au

e. eltham@packsend.com.au

t. 03 9431 2212

Artwork Transport

(Sydney, Brisbane, Adelaide and Melbourne) *Door to Door – no depot

www.artworktransport.com.au

t. 03 9329 7580