



PSEC POLICY AND PROCEDURES

SHIPPING OF ARTWORK

JURIED EXHIBITION "LES PASTELLISTES" AND
MEMBERS' CHOICE EXHIBITION "PASTEL TOUJOURS"

POLICY

Generally speaking, exhibiting members are responsible for the transportation of their artworks to the exhibition site, on the date fixed by PSEC. This date is communicated to them in due time. However, other means of transportation are available for the delivery of the artworks.

PROCEDURES

In all cases:

It is important that the artist makes sure to write **clearly (in large print)** his/her name and the title of the artwork on the back of each painting. The packaging must also be clearly identified and reusable for logistical purposes, to avoid loss of time and additional costs.

The artworks must be packed separately and sufficiently well to prevent damage. Any theft, damage, breakage or any other incident that may affect the integrity of a painting is the responsibility of the artist.

In the event of damage on reception of a package, a representative of PSEC will contact the artist to inform him/her. PSEC will follow the artist's written directions to take corrective action. It is understood that the repairs required will be the responsibility of the artist and that he/she will deal with the carrier regarding any claims.

TRANSPORTATION SERVICES

Artists¹ may use a courier service for the transportation of their artwork (Purolator, UPS, FedEx, etc.) whether by ground or by air.

In either case the shipping and return slips must be completed by the artist. PSEC will assure the return of the artworks and the artist will be billed for the costs by electronic payment such as Paypal or Interac.

¹ Any reference to **artist** in this document refers to the creator/owner of the artwork. In addition, it may refer to the person who sends the artwork to PSEC and/or the person to whom the work must be returned at the end of the exhibition.

SHIPPING OF FRAMED ARTWORKS

In order to reduce costs, PSEC **advises artists who can use ground transportation** to do so as opposed to shipping by air.

Shipping by air is an option for artists who live far away, usually artists from overseas.

Framed paintings must be addressed to the person responsible for handling the **framed artworks** at PSEC. The coordinates of this person are communicated to the artist in due time.

SHIPPING OF UNFRAMED ARTWORKS

In order to promote the participation of artists from outside the country, PSEC has collected, over the years, frames which can be used if they are suitable to the artist. Therefore, artist **who reside outside of Canada** have the option of sending their **work unframed**.

Unframed paintings must be addressed to the person responsible for handling the **unframed artworks** at PSEC. The coordinates of this person are communicated to the artist in due time.

An artwork from outside the country which is sent **unframed** must:

- Have a foam board at the back;
- Be covered with a sheet of Glassine paper (Crystal paper);
- Be securely packed.

PSEC will frame the paintings for the duration of the exhibition, using a simple frame and regular glass. If a work with the loaned frame is sold, PSEC deducts the value of the frame from the revenue of the sale. Please refer to the document *Available Frames, with Measurements*.

Custom fees:

When the paintings enter Canada, the courier company may require custom clearance fees. As PSEC is obligated to pay these fees, the artist must agree to refund PSEC. It is recommended that the artist inquire beforehand about possible custom clearing costs from the transportation company.

Return of unsold artworks to artist:

As regards unsold artworks, PSEC attends to the return shipment. The person responsible for the treasury at PSEC invoices the artist for any costs due, such as custom fees, framing or transportation cost, etc., by means of electronic payments (ex.: PayPal or Interac).