

# PICK-UP AND RETURN SHIPPING INSTRUCTIONS FOR UNSOLD ARTWORK:

You are responsible for arranging pick-up or return shipping from the gallery, in the event your work does not sell. We send out reminders before the show ends, so if your artwork is unsold, you make your arrangements.

## *INSTRUCTIONS FOR IN-PERSON PICK-UP:*

We encourage artists (particularly those who live near Woodstock, IL) to pick up their work in person, when it is practical. You can pick up your work any time during regular gallery hours. Visit the gallery's web site for current hours ([www.oldcourthouseartscenter.org](http://www.oldcourthouseartscenter.org)).

Be sure to check in with the staff, and they will help you get your artwork. DO NOT just take your work out of the gallery. They need to check off that you have picked up your artwork, so there are no problems.



Please note: if you do plan to pick up your work, the gallery has several steps that must be climbed.

As this picture shows, there is no elevator or special apparatus for hauling things down the stairs.

The gallery does not have anyone who can assist with this.

So, if you need help carrying the artwork down from the gallery, please be sure to bring help with you.

If you have further questions about pick-up, please see our [Contact Page](#).

The Old Court House is located at: 101 North Johnson Street, Woodstock, IL 60098. It is on the main square in downtown Woodstock. You can find directions and information about the town of Woodstock, including some history as well as directions and locations to where you can eat and stay at [www.woodstockil.gov](http://www.woodstockil.gov).

## *INSTRUCTIONS FOR RETURN SHIPPING:*

Once the show ends it generally takes approximately three weeks to get all the artwork packed up for return shipping.

If you previously sent us a return shipping label (or stamps), we will take care of the rest.

If you did not send us a label (or stamps), you have a couple of options:

- You can arrange for a label online, mail or email us the label; we'll take care of getting it to the shipper ourselves or arrange for pickup (for very large pieces).
- You can arrange for pick-up of your artwork by the shipper directly any time after we have all the artwork packed (In other words, no sooner than three weeks after the show has closed.). You can do this over the phone or online with your preferred shipper.
  - If you do decide to arrange for shipping, please arrange for pick-up ON A FRIDAY, during gallery hours only. Visit the gallery's web site for current hours ([www.oldcourthouseartscenter.org](http://www.oldcourthouseartscenter.org)). and NO EARLIER than three weeks after the show has closed.
  - You will need to [e-mail](#) us, to let us know when you have arranged pick-up so that we can make sure your work is available and ready for the shipper. This is especially true for large, heavy pieces. The gallery not being informed of a scheduled pick-up is the most common reason why the pick-up fails to occur on time.
  - Also, UPS and FedEx will not spend the time to go through dozens of boxes to find yours. This is why it is vital to let us know if you are scheduling a shipping pick-up yourself.

Congratulations again on your acceptance to this year's show and we look forward to seeing your work in future!

Sincerely,

The Northwest Area Arts Council - NAAC