

SHIPPING INSTRUCTIONS

The artist is responsible to initiate and pay for all shipping charges to and from as well as the crating fee. If there is a delay in the return shipping, the NCA shipping agent will call you. You may ship your work upon receipt of this letter.

Artwork is to be shipped to: **NORTHERN CALIFORNIA ARTS, INC. (NCA)**
c/o Sacramento Fine Arts Center
5330-B Gibbons Drive
Carmichael, CA 95608

Deadline to receive art work: **SATURDAY , SEPTEMBER 15, 2018**
(The Center is closed on Mondays)

JOAN MCMURRAY is the Crater for “Bold Expressions”
Telephone 916-966-8910, E-Mail: joanmcmurray2470@att.net Please direct to Joan all inquiries regarding crating and returning of crates. If your artwork is received in damaged condition, Joan will call you for instructions on handling.

Please make **CRATING FEE CHECK payable to JOAN MCMURRAY**

Minimum charge for each crate is twenty-five dollars (\$25) for one (1) piece in a crate or thirty dollars (\$30) for two (2) pieces in the same crate. Weight limit is seventy (70) pounds per crate.

SUGGESTED SHIPPERS (These are only suggestions):

U. S. Post Office - regular mail or insured
UPS (United Parcel Service)

Fed Ex (Federal Express)
DHL Worldwide Express

Let your shipper know that the center Gallery Hours are: 11:00-7:00pm Tuesday; Wednesday - Friday 11:00-3pm; Saturday and Sunday 11:00-5:00pm.

Please include a prepaid pick up order from your shipper for return of your artwork. Place the prepaid pick up order form and the crating fee inside your crate. A personal account may be opened through a credit card. **MAKE SURE YOUR NAME IS ON THE PICK UP ORDER**, and also the name and address of where the crate is to be returned is on the box. If you want extra insurance be sure to include the amount in your pick up order.

If you need to make other arrangements please contact Joan McMurray at the telephone number or e-mail listed above.

Outside the United States: You will need to contact a Freight Forwarding Company or a Customs Broker for the right procedure to ship and for return of your artwork.

“BOLD EXPRESSIONS” EXHIBITION CLOSES - OCTOBER 28, 2018

After three (3) months if the art work has not been picked up, it becomes the property of NCA, Inc.

NCA celebrates 79 years of art and artists.