



crafts association
of british columbia

INSTRUCTIONS FOR DELIVERY AND RETURN OF WORKS FOR CRAFT YEAR PROJECT AT VANCOUVER MUSEUM

December 11, 2007

CONTACT:

YVONNE CHUI
executive director
yvonnec@cabc.net

BRIGITTE RICE
co-chair, Organizing Committee
ricebr@shaw.ca

KATHRYN O'REGAN
co-chair, Organizing Committee
koregan@novuscom.net

DURATION OF THE EXHIBITION

Exhibition period will be from February 7th to April 6th, 2008.

DELIVERY & RETURN OF WORKS

1 The Artist is responsible for the **delivery of the identified work** in a condition suitable for exhibition between **January 17-21** to the Vancouver Museum, ATTN: Craft Year Exhibition, at 1100 Chestnut Street, Vancouver, BC, V6J3J9. 604-730-5323.

To see regular operating hours, go to <http://www.vanmuseum.bc.ca/>.

If shipping please display on parcel: CRAFT YEAR EXHIBITION

2 Upon delivery each work will be titled or identified in some way with the Artist's name and title of work.

3 PICK-UP - Work can be collected between **April 11 to 18** during regular operating hours at the Vancouver Museum.

4 BY MAIL/COURIER – If we are to pack up and return your artwork using your original packaging, please include in your package:

- Self-addressed labels, with your phone number, of a size appropriate to your parcel, and
- Completed courier/bus labels. Costs must be on your account or collect. Note Purolator has changed their criteria to require business accounts or depot delivery for receiver pay. All works that are to be returned by Courier collect will be sent by **April 18**.
- Adequate postage stamps (no cash) and forms filled out completely (put these in a sealed bag or envelope with your name)

TRANSPORTATION OF WORK

The Artist is responsible to adequately package the work for the purposes of transport and is responsible for arranging the transport of the work to and from the Vancouver Museum. The Artist will title or identify each work before delivery.