

## How to Prepare Your Painting for WSO Competitions.

Please follow these rules carefully. All selected paintings must be presented as follows or they may be excluded from the exhibition.

- 1. Mats.** Mats are optional. However, if used they must:
  - a. Have clean, sharp cut edges and corners.
  - b. Be single or double white or off white mats only.
  - c. Any liner must be the same color as the outer mat (white or off white) and must be ½ inch or less (no colored liners).
  - d. Have no markings of any kind, including but not limited to signatures, paint, pencil, ink and titles.
- 2. Frames.**
  - a. All frames must be matte black metal, free from scratches and dings.
  - b. Maximum outside dimensions are 30" x 40".
  - c. Minimum outside dimensions are 16" x 20".
  - d. Maximum depth (thickness from front to back) is 2".
  - e. Clips to hold the painting securely in place must be used, if needed.
- 3. Wire.**
  - a. A secure wire for hanging is required.
- 4. Plexiglass.**
  - b. Fall Show.**
    - i. All works must be presented in a frame and covered with plexiglass, clean and free from any smudges and scratches.
    - ii. No standard glass is permitted.
- 5. Packing.**
  - a. Do not use any form of Styrofoam or any pellets for packing.
  - b. Use a crate or shipping box suitable for re-shipping.
  - c. Label all packing materials that you wish to have returned to you.
  - d. Delete all previous names and addresses from the shipping box before re-using.
  - e. A pre-authorized Return Shipping Label is required for all paintings being returned to the artist via shipping.

## Procedures.

- 1. Tape the following to the back of the painting:**
  - a. Entry card in the upper left corner.
  - b. Signed Gallery Contract in the lower right corner; do not fold. Galleries will not allow paintings to hang without a Gallery Contract attached.
  - c. OPTIONAL: Artist's Statement or Commentary (do not fold).
- 2. Enclose the following in an envelope and seal the flap over the hanging wire:**
  - a. \$30 hanging fee (make check payable to "WSO").

- b. Pre-Authorized Return Shipping Label (only if you are having your painting returned via shipping).
3. Hand-deliver your painting to the designated place – OR –
  4. Ship your painting using a Pre-Authorized Return Shipping Label.
  5. Failure to follow these Rules and Procedures will make your painting ineligible for any awards and will cause it to be removed from the exhibition.

Note: *If an artist cannot hand deliver and/or pick-up paintings during the stated time, they can contact another accepted artist who is willing to hand deliver and/or pick-up their painting. A small fee may be involved. **Important:** If someone else is picking up your painting, you must sign a note saying who will be doing the pick-up and give the note to that person to give to the painting-pick-up-chairperson for WSO records.*

#### OPTIONS FOR SHIPPING TO THE SHOW

*Artists shipping their paintings are requested to use UPS, Fed Ex, or other shipping service. Before packing your painting at home, please go online and set up an account with your chosen shipping company. You will be able to print the Pre-Authorized Return Shipping Label which you enclose in the envelope to be attached to the wire on the back of your painting. Once your painting is secure in a shipping box or crate (suitable for re-use), you can call the shipping company and arrange a date to have them come to your home and pick up the painting. Label all packing materials you wish to have returned to you.*

*If you take your painting to the shipping company for packaging and shipping, tell them you would like a Pre-Authorized Return Shipping Label. They will assist you with setting up an account and create the label. If possible, include the label in the envelope attached to the back of your painting or have it taped to the painting's protective wrap. Mention to the shipping company that no Styrofoam packing can be used in the shipping box.*

*Some shipping companies will apply the Pre-Authorized Return Shipping Label on the front of the box in a see-through protective envelope. Your Painting Check-In volunteers will be looking for the label in an envelope attached to the hanging wire, taped to the painting's protective wrap, or on the front of the shipping box.*

*If your painting will be returned to you, the painting will be taken to the shipping company and once the pre-authorized label is scanned, your credit card will be charged for the shipping.*