

Artists are responsible for paying the return shipping of art, means of return must accompany painting. Return shipping receipts are mandatory – or if shipping via USPS – send postage stamps and include instructions on insurance. The Museum is not responsible for working out shipping arrangements for you, this must be done in advance.

All work must be properly labeled on the back with: title of piece, artist name, address, phone, email address. **IMPORTANT** – please put your name and the name of the exhibition on the outside of the shipping box. This helps us to locate your shipping box when returning. Any artwork without a means to hang it, will not be hung.

Special Information regarding shipping your work:

Please ask for a required signature on delivery of your artwork. We are not responsible for packages left at the door without a signature.

FedEx and UPS Deliveries of any artwork should be sent to:

632 Agua Fria St, Santa Fe, NM 87501

Hours: Tues through Friday 11-5. **WE ARE CLOSED Mondays**, plan accordingly. Shipping must arrive Tuesday through Friday (no deliveries in Santa Fe on Saturdays). Signature is required, we are not responsible for packages left at the door without a signature.

Local, hand-delivery of work to the gallery should still have label(s) attached. Deliver to:

632 Agua Fria St, Santa Fe, NM 87501

WE ARE CLOSED Mondays. Our hours are Tuesday – Saturday 11-5 pm, Sundays: noon - 5 pm.

**ATTACH LABEL SECURELY TO THE BACK OF YOUR ARTWORK
OR BOTTOM OF SCULPTURE, ALONG WITH ANY SPECIAL
HANGING INSTRUCTIONS, FOR DELIVERY TO:**

The Encaustic Art Institute/Museum of Encaustic Art
632 Agua Fria St, Santa Fe, NM 87501.

Label information to be affixed to the back or bottom your piece:

Your Full name
Title of accepted piece
Your Shipping address
Your Email address
Your Telephone number including area code
Name of Exhibition: MELTING POT/MELTING POINT