

# EXHIBIT CALENDAR

**Shipped** works must arrive no later than **September 25, 2017**

Ship to: **Greenwich House Gallery**  
2124 Madison Road,  
Cincinnati, Ohio 45208  
Attn: ViewPoint

Drop off **hand delivered** works: Friday, September 29th from 3:00 to 5:00pm  
Saturday, September 30, 11:00-5:00pm  
Monday, October 2, 11:00-7:00pm  
directly to **Greenwich House Gallery**  
2124 Madison Road,  
Cincinnati, Ohio 45208

Reception and Awards Ceremony: Friday, October 6th / 7:00 to 10:00 pm  
**Greenwich House Gallery**  
2124 Madison Road,  
Cincinnati, Ohio 45208

Public Viewing October 6 through November 4, 2017  
**Monday through Saturday 11:00am - 5:00pm**

Pick up **hand delivered** work Monday November 6, 2017 directly from  
**Greenwich House Gallery**  
2124 Madison Road,  
Cincinnati, Ohio 45208  
**11:00AM to 5:00PM**

## **Shipped works will be returned following the closing of the exhibit**

### **Delivery and Shipping Instructions**

- Due to space limitations in the gallery, artwork cannot exceed **48" in width**. (Frame not included)
- Gallery wrapped canvases with finished edges are acceptable.
- Wall sculptures must adhere to the same dimensions and framing as paintings and are limited to a depth of 6".
- Free standing sculpture must not exceed 36" x 36" x 60" and must be stable or attached to a stable base.
- Artwork must be framed and ready to hang with strong screw eyes and wire or mirror hanger and wire.
- Artwork being shipped requiring glazing must use Plexiglass™ or other plastic glazing. Hand delivered with glass is acceptable.
- Artists may not substitute another work for an accepted work, nor change sales price nor withdraw work once it has been accepted. Any painting that does not comply with the prospectus guidelines will be disqualified.
- A 40% commission will be retained by Greenwich House Gallery on all sales.
- All art **must** be for sale.



## **Shipped artwork** - Proper packaging is important to protect your work.

- For paintings - ship in a reusable corrugated cardboard crate with packing material (i.e. bubble wrap, foam rubber or Styrofoam sheets, but **NO STYROFOAM PELLETS**). **No wooden crates for paintings; however, wooden crates are acceptable for shipping sculpture.**
- For sculpture – ship in appropriate crate with packing material (i.e. bubble wrap, foam rubber or Styrofoam sheets, but **NO STYROFOAM PELLETS**).
- Shipment of artwork, both ways, will be the responsibility of the artist. We encourage the use of the Airfloat™ Packing System (for purchase information call: 800-445-2580; All other shipped items will incur a \$15 handling fee.
- Ship via UPS, Fedex or other carrier – **DO NOT** ship via U.S. Post Office. **We will NOT pick up any artwork from any carrier.** Return shipment of artwork must be prepaid by the artist and should be arranged with your carrier at the time you ship your work to us. We will hold works that do not have a prepaid shipping label until such label is received, or until 60 days after the show, at which time the artwork becomes the property of the Cincinnati Art Club.
- Be sure to include a prepaid return label and your **\$15 check for handling fee** - (made payable to Greenwich House Gallery) in an envelope affixed to the hanging wire. Any painting received without a prepaid return shipping label and check for shipping fee will be repacked upon arrival and held until a shipping label is received, and the painting will not be hung in the exhibition.
- It is also helpful to include your name and contact information, or a business card, inside the shipping container for identification purposes.
- Use the address below as to "To" info for shipped work. For return of shipped artwork, use the address below as the "From" info on return label. We will arrange for time of pick up for returned artwork.

Shipped artwork must be **received** at this address **by September 25, 2017**

**Greenwich House Gallery**  
2124 Madison Road,  
Cincinnati, Ohio 45208  
Attn: ViewPoint

**NOTE:** Do not ship crates measuring over 130 inches, length + girth, by UPS. This delays the arrival of your artwork and could result in your having to pay another carrier or not having your work included in the exhibit.



## Exhibition Entry Form

For both shipped and hand-delivered artwork please have the enclosed entry form filled out (both sections) and placed on the back of your piece (or affixed to the base of free-standing sculpture).

## Waiver and Release from Harm

Although every precaution will be taken when handling artwork, neither the Cincinnati Art Club, the exhibit committee, Greenwich House Gallery, or any associates will be held responsible for artwork damaged, lost, or stolen during the exhibit or while in transit. Artists are advised to provide insurance for their artwork.

Thank you for your cooperation in the shipping or delivery of your artwork.

We hope you have an opportunity to attend the Awards Reception on Friday October 6th from 7:00 PM until 10:00 PM at Greenwich House Gallery

**If you have any questions or need information, please feel free to contact me:**

Ray Burt  
**ViewPoint** Chair  
513 312 4013  
[rayburt@live.com](mailto:rayburt@live.com)

## SHIPPING CHECK-LIST

- Make sure your artwork meets all size requirements – Width measurements are **crucial!**
- Make sure your artwork meets all hanging requirements – this is **crucial!**
- Fill out Exhibition Entry Form (both sections) and affix to back of artwork (or bottom of free standing artwork)
- Fill out and return Waiver and Release from
- Obtain prepaid return shipping label –

### USE THIS ADDRESS AS YOUR "FROM" FOR RETURN SHIPMENT:

**Greenwich House Gallery**  
2124 Madison Road,  
Cincinnati, Ohio 45208

- Place prepaid return shipping label and a check for \$15 handling fee in an **envelope affixed to the hanging wire or tied to a free standing artwork**

for identification purposes

- Include your name/address or business card inside the shipping container
- Ship artwork in a reusable crate (preferably an Airfloat™ container)
- Ship artwork via UPS, FedEx or other carrier (**do NOT** ship via US Mail) to:

**Greenwich House Gallery**  
2124 Madison Road,  
Cincinnati, Ohio 45208

- Ensure that your **SHIPPED WORK** will **arrive by September 25, 2017**

**ENTRY FORM**

Please print and attach to your work

Artist Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

Title \_\_\_\_\_

Medium \_\_\_\_\_ Price \_\_\_\_\_

**WAIVER AND RELEASE FROM HARM**

I hereby release and discharge The Cincinnati Art Club, its Board of Trustees, and all their representatives and employees from any and all claims occasioned by damage or loss of my painting while in the possession of the Cincinnati Art Club.



\_\_\_\_\_  
Print Artist Name

\_\_\_\_\_  
Artist Signature

\_\_\_\_\_  
Date

**VIEWPOINT PICK UP REMINDER**

Please pick up your painting on Monday  
November 6, 2017 from 11:00 AM to 5:00 PM

If you are unable to pick up your painting at that time, your painting will be returned to the Cincinnati Art Club. Access to the Art Club building is available during sketch group hours.

If you do not pick up your painting as indicated above, neither Greenwich House Gallery, ViewPoint volunteers nor the Cincinnati Art Club nor its members or employees will assume any damage to paintings left following the ViewPoint show. Any damage occurring to any painting will be the sole responsibility of the artist.

**NEWS RELEASE INFORMATION**

**Cincinnati Art Club**

1021 Parkside Place  
Cincinnati, OH 45202

Contact: Ray Burt

513 312 4013

[rayburt@live.com](mailto:rayburt@live.com)



**Local Artist Accepted in ViewPoint 49, 2017  
National Juried Art Exhibition**

Local Artist \_\_\_\_\_(YOUR NAME) has (his/her) artwork,

\_\_\_\_\_ (TITLE/DESCRIPTION) was accepted into **ViewPoint 49, 2017**, a national juried art competition sponsored by the Cincinnati Art Club. This marks the 49th year for this annual competition which comprises 80 works by national artists in various media.

**ViewPoint 49, 2017** will hold an artist's reception and awards ceremony which is open to the public at **Greenwich House Gallery**, 2124 Madison Road, Cincinnati, Ohio 45208 on Friday October 6th from 7:00 to 10:00 PM. The exhibition will continue through November 4, 2017. Hours Monday through Saturday 11:00AM - 5:00PM.

A variety of awards will be given: First Place - \$3,000; Second Place - \$1,200; Third Place - \$750; plus additional cash prizes, and more.

**ViewPoint 49, 2017** exhibition & awards was selected by a 3 panel jury. Additional information found on the Cincinnati Art Club website website.

Founded in 1890, The Cincinnati Art Club is one of the oldest and most active nonprofit art organizations in the United States. Go to [www.cincinnatiartclub.com](http://www.cincinnatiartclub.com).

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