Due dates:

■ **Thursday, February 6:** Deadline for submission of “Intent to Exhibit” form* and wall label info and Artist Statement (if submitting one) Entries for Flower Show may also be exhibited at the Tower Hill. Work displayed at the Flower Show and Tower Hill will be moved by Nancy Horrall to Tower Hill.

■ **Thursday, March 5:** Deadline for delivery of artwork exhibited at the Flower Show to your delivery person (OR as determined by your delivery person). Artwork may be priced FOR SALE or labeled “Not For Sale”

■ **Tuesday, March 9:** Exhibit hanging date

■ **Sunday, March 15:** Exhibit takedown date. Any work going on to Tower Hill will be moved by Nancy Horrall (Any work not going on to Tower Hill to be picked up by arrangement with your delivery person.)

* **Intent to Exhibit Form:** Thursday, February 6

- See NESBA website for the “Intent to Exhibit” form

**Framing:** Please follow NESBA standards for this exhibit: white or off-white mats and simple, wood frame in a light, medium or gold wood color, plexiglass. No saw-tooth hangers. All artwork must be delivered in a bubble wrap “envelope” (see website for instructions on how to make one). No packing peanuts or artwork will be returned.

**Packaging and Labeling:**

Three labels can be found on the NESBA blogspot: [http://nesbaartists.blogspot.com](http://nesbaartists.blogspot.com) and are to be used as follows:

1. Download PDF, print and fill out form.
2. Attach one label to back of artwork in lower corner.
3. Attach second label to front of the bubble wrap envelope so that your artwork is returned to you in your envelope).
4. Enclose third label in a Ziploc bag with $10 cash or check for hanging fee for each piece hung.

**Delivery/contact people for this exhibit:**

- Wellesley area: Susan Fulton
- Cape Cod: Ellen Duarte
- Boston & North: Joyce Westner
- West area: Nancy Horrall
- South Shore: Sarah Roche

Artwork may be shipped by prior arrangement via UPS or USPS, **NO FedEx!** Please include return postage in cash or check—no stamps. Contact Joyce Westner: joycewestner@gmail.com

Please contact Nancy Horrall with details of any other drop off and/or pickup arrangements not listed above at: nancy@horrall.com

**Artist Statement:** If you are submitting an artist statement/bio to be included in the exhibit’s promotional material, please send a one-page statement with your “Intent to Exhibit” form to Nancy Horrall. Guidelines for your statement are posted on the NESBA website. Artist Statements are optional. A small number of business cards may be included with your artist statement.

** LIABILITY STATEMENT**

NESBA is unable to assume liability during the show. Artists exhibit at their own risk. Artwork may not be removed prior to scheduled end of the exhibit. The artist is responsible for secure framing and suspension. All due care will be exercised in handling the works submitted.