



Tapestry Preparation & Shipping Information ATA Tiny But Mighty

Tapestry Preparation

Your tapestry must be ready to hang. **TBM 2024:** Envisions Art Gallery will hang tapestries on nails between warp threads. If the piece is 3D it will be displayed on a stand.

You will send an **Art Intake Form** to Eva at Envisions Art Gallery via email: gallery@envisionus.com

And you will also include another copy of the **Art Intake Form** with your shipment for easy identification. The label that you write on this form will be what they use for the gallery label. They will not edit any labels.

Tapestry Packing

- Make sure your shipping envelope, box, or tube is new and can withstand multiple shipments. Please do not ship your tapestry in previously used, old, or repaired shipping materials. **Do not use packing peanuts.**
- The envelope, box, or tube, should be big enough that the tapestry fits in easily, but not so big that a large quantity of packing materials is required to fill the empty space. The people who install our shows are unpacking dozens of boxes. Having to deal with more packing material than is necessary takes extra time and oversized boxes require extra storage space.
- Wrap your tapestry in a plastic bag to protect it against water damage.
- A piece of bubble wrap under and over a flat, wrapped tapestry will provide extra protection. If there is any extra space in the box, or tube, use bubble wrap or air bags to fill the space. The wrapped tapestry should not be able to shift in the box. **Do not use packing peanuts.**
- Please label all your packing materials by writing your name on pieces of masking tape and putting the pieces of tape on the packing materials.
- Tape all the seams of the box securely.
- Write your last name on the outside of the box with a black marker.

Tapestry Shipping

Artists are responsible for all shipping and insurance costs to the venue. Ship your tapestry so that it arrives in Wichita, Kansas prior to June 15th, 2024. Ship your package to:

Envision Arts Gallery
801 E Douglas Ave, Ste 106
Wichita, KS 67202
USA

Shipping to the venue from outside the US:

International entrants are responsible for any duties and fees associated with their shipment. If the correct harmonized code (9810.00.5500) is used, there should be no duties owed. Even so, ATA will not be responsible for any shipments where Customs determine duties are owed. If this occurs, ATA will instruct the gallery to refuse the shipment if possible. If this is not possible, the tapestry will be returned when ATA has been reimbursed for the fees.

August 1, 2024

Return of tapestries begins. – return shipping labels must be included

Customs Letter:

An international Customs Letter is enclosed here. This letter should be filled out, signed, and put into an envelope. On the front of the envelope write, "Attention: Customs" in both English and your countries language.

Place the envelope in a plastic resealable pouch and attach the plastic pouch to the outside of your shipping container in a way that the envelope can be removed and then put back into the plastic pouch. (Most shippers can provide a pouch, otherwise use a strong zip-lock type bag.)

Your tapestry is entering the United States for exhibition/educational purposes only and as it is not for sale; NO DUTY FEES SHOULD BE OWED. But, even with the best practices, tapestries can still be assessed fees and held up in customs in the US or in the artists country. Again, ATA will not be responsible for any fees owed or tapestries held by customs during transit.



Box showing the Customs Letter in an envelope, inside a resealable pouch. The resealable pouch is taped on the box so that the Customs Letter can be removed and read and then put back in the resealable bag. Write "Attention: Customs Officer" in both English and your own language on the outside of the envelope.

Return shipping from the venue is paid for by American Tapestry Alliance.

For US artists:

ATA will return tapestries via USPS only. ATA will not include any insurance value for shipping. If an artist would like a different method of return shipping or requires insurance, they will need to provide ATA with a return shipping label. Please contact Judy Newland for details.

For artists outside the US:

ATA will return tapestries using the lowest cost method depending on the destination country. ATA will not include any insurance value and will specify that the tapestry was not for sale and was used for educational purposes only. This should ensure the shipment is duty free. If the customs department of the destination country determines that duties must be paid, these must be paid by the artist. Please check with your countries shipping regulations before sending your artwork to the venue. If an artist would like a different method of return shipping or requires

insurance, they will need to provide ATA with a return shipping label. Please contact Judy Newland for details.

At no time will ATA be held responsible for tapestries lost, stolen or damaged during transit, either to or from the venue.