



**2018 MASSACHUSETTS AMAZING EMERGING ARTISTS
RECOGNITIONS EXHIBIT
TEACHER PACKING LIST**

*Please Print Clearly and Securely Attach **the first page** to the
outside of your Packaging
Label Packages 1 of 1, 1 of 2 etc.*

TEACHER INFORMATION:

Name: _____

Teacher Email (required): _____

School Name: _____

School District (if applicable): _____

School Address: _____

School Phone Number: _____

Teacher Phone Number: _____

ARTWORK INFORMATION

Number of 2-Dimensional Works: _____

Number of 3-Dimensional Works: _____

Total Number of Packages: _____

MAEA/NAEA MEMBERSHIP NUMBER _____

FEES

\$5.00/ individual fee. TOTAL AMOUNT PAID: _____

____ Made payment through PAYPAL

____ Check attached

____ Purchase Order number _____ (Contact treasurer@massarted.com)

DROP-OFF

LOCATION: _____

I will pick up my artwork (days to be announced) **at:**

- _____ The State Transportation Building
- _____ The drop-off location listed above

PACKING CHECKLIST (for you)

- _____ **I registered online for the exhibit**
- _____ All work is original/ No group work
- _____ 2D artwork is **MATTED** or **MOUNTED** (*Except for canvases / canvas boards*)
- _____ The matting is **Black** or **White**
- _____ Mat or Mount border is **NO LARGER** than 3” per side
- _____ Matting has a sandwich matt or tagboard securely attached on back to protect work
- _____ No staples; no glass; no frames; ***no front name tags***
- _____ Canvases and canvas boards are ***not*** matted or mounted
- _____ Stretched Canvas have eye hooks (we will attach the wire) !!!
- _____ Arrow is drawn on back of all 2D work to indicate the top
- _____ *Student’s Name, Teacher’s Name, and School is PRINTED directly on BACK /BOTTOM of work*
- _____ Signed Student Release form is securely attached to the back/ bottom of work
- _____ I have filled out and submitted online, the name tag information forms
- _____ I have packaged the work (following the directions for packing) to ensure the safety of the work during transportation.