



MASSACHUSETTS AMAZING EMERGING ARTISTS 2019 RECOGNITIONS EXHIBIT

GUIDELINES FOR PACKING ACCEPTED ARTWORK

Properly packing the artwork for the RECOGNITIONS EXHIBIT will help ensure that the work will travel safely from the drop-off site to the Transportation Building. It will also help ensure the work is returned safely to the correct drop-off.

2D Work

- ❖ Wrap the work in paper, taping it closed, or put the work in a paper/cardboard portfolio that can be closed or sealed.
- ❖ Wrap artwork from each teacher separately.
- ❖ Attach 1 copy of the Student Release Form to the back of artwork; place a 2nd copy of the Student Release Form in the package with the artwork.

3D Work

- ❖ Cushion 3D work with newspaper, tissue paper, bubble wrap, etc.
- ❖ Place 3D work in boxes that can be sealed CLOSED.
- ❖ Attach Student Release Form to the bottom of artwork; place a 2nd copy of the Student Release Form in the box with the artwork.

For ALL Work

- ❖ On the outside of each package and/or box print:
 - Teacher name
 - Name of School and City/District
 - **Your drop-off city (Please CIRCLE this)**
- ❖ Number all of the packages/boxes: 1 of 1, 1 of 2, etc.
- ❖ Include 2 copies of Teacher Inventory Form: Tape 1 copy of the Teacher Inventory Form to the **outside** of the package/box. Pack a 2nd copy of the Teacher Inventory Form **inside** the package /box with the artwork.

Note: If you are paying the participation fee by check, please make it out to MAEA, put it in a sealed envelope with your name on it, and securely tape it to the portfolio/ boxes or hand it to the teacher at the drop-off site.