

Art on the Llano Estacado

2020 Art Delivery Instructions

RETURN BY March 13, 2020

The following instructions apply to **ALL** artists participating in the 2020 Art on the Llano Estacado Art Sale and Exhibition. These instructions have been set up to protect the Artists and their artwork as well as to create ease and clarity of the delivery and ship-out for this event.

Delivery Address: The Museum of Texas Tech University Association
c/o Jouana Stravlo
Executive Administrator
3301 4th Street, Box 43191
(corner of 4th & Indiana)
Lubbock, Texas 79415

ALL ARTISTS MUST:

1. Fill out and return their Art Delivery Intention form by **March 13, 2020**.
2. Make arrangements with Jouana Stravlo at (806) 742-2443 or artonthellano@aol.com for artwork to arrive no later than **Tuesday, April 20, 2020. NO EXCEPTIONS**. The Association gives thoughtful attention to the layout design for this event and considers each piece of art important. Please give us enough time to give your work the display it deserves.
3. **Label ALL artwork** with the Artist's name, title of work, dimensions, medium, and price.
4. Deliver pieces that are display-ready (framed, wired for hanging, attached to bases, etc.)

If you are shipping your artwork:

1. You **MUST** sign and return the enclosed Shipping Agreement by **March 13, 2020**.
2. Please label the exterior of crates/boxes with the Artist's name and the title of the piece/pieces enclosed.
3. Please enclose **PREPAID** return shipping labels in each crate/box you send. This procedure is outlined in the Shipping Agreement; however, if



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you have any questions regarding shipping, please contact Jouana Stravlo at (806) 742-2443 or artonthellano.com

If you are hand-delivering your artwork:

1. You must contact Jouana Stravlo at (806) 742-2443 or artonthellano@aol.com to confirm delivery. **Deliveries will be received between 10 am – 5 pm on April 20th and 21st.**
2. Notify Jouana Stravlo at (806) 742-2443 or artonthellano@aol.com prior to delivery for any special requirements (equipment, assistance, etc.) you may need to execute your delivery.