The artist is responsible for the cost of shipping artwork to and from the East End Arts Gallery. **East End Arts does not insure work during transit**, so please be sure to check the shipping carrier’s insurance regulations.

If you are not hand delivering and picking up your work in person, **you must make shipping arrangements with UPS or FedEx ONLY. East End Arts will not pick-up or drop-off artwork at the shipping centers or the Post Office.**

**When you ship your work to the East End Arts Gallery, you must arrange for a pre-paid barcoded return label.** This label will be used to return your work. Remember, all artists must schedule their own package pick-ups with their shipper. Please note: You must have or set-up an account with a valid credit card to ship with most carriers.

Please remember to schedule your pick-ups within the dates outlined by the East End Arts Gallery to avoid the possibility of your carrier arriving before your work is packed. In no case may pick-up be scheduled on the closing day of the exhibit.

All work must be shipped or hand-delivered during Gallery business hours. The East End Arts Gallery (133 East Main Street, Riverhead, NY 11901) hours are: Tuesday through Saturday, 10AM to 4PM, closed Holidays.

**WHEN SHIPPING:** The East End Arts Gallery will accept only appropriate reusable packing materials. NO POPCORN, PEANUTS, shredded paper or other loose objects.

**Please note:** Work that does not follow shipping requirements will not be exhibited.
Visit:
OR
www.fedex.com > Create a Shipment > Create a One Time Credit Card Shipment

1) FROM: East End Arts
   133 East Main Street
   Riverhead, NY 11901

2) TO: Your Name
     Your Address

3) SELECT SERVICE:
   Select from drop down –
   GROUND, NEXT DAY, OVERNIGHT, ETC.

4) CREDIT CARD BILLING INFO:
   Your credit card number, name on card, etc.

Print out pre-paid label and attach in an envelope to the wire on the back of your artwork.

For FedEx assistance with above process, and to arrange for your artwork to be picked up on the following date – October 2 & 3 – call FedEx at 1-800-238-5355.
Visit:
OR
www.UPS.com > Shipping > Create a Shipment > New Users (on right) > Ship as Guest

1) TO: Your Name
    Your Address

2) FROM: East End Arts
    133 East Main Street
    Riverhead, NY 11901
    Phone: 631-727-0900

3) Describe your package

4) SELECT SERVICE:
    GROUND, NEXT DAY, OVERNIGHT, ETC.

5) CREDIT CARD INFO:
    Enter your credit card information

6) BILLING ADDRESS:
    Click on ‘USE FOLLOWING ADDRESS’
    In drop-down enter YOUR address

7) SCHEDULE A PICK-UP:
    Click on this
    Choose October 2 or 3.

Print out label, put in an envelope and attach to the hanging wire on your artwork.