



# Pilchuck Glass School's 30th Annual Auction

Thursday, October 30, 2008  
**PROCUREMENT DEADLINE: Tuesday, July 22, 2008**

## INFORMATION AND BENEFITS FOR DONATING ARTISTS

Your donation is important to us! By donating your artwork to Pilchuck's annual auction, you help ensure that the quality of programming and equipment at the school remains excellent. With your support, we can offer innovative classes and provide more than 75 scholarships each summer. Along with the satisfaction of knowing that you are contributing to a great cause, you also receive:

### EXPOSURE

- Your artwork will be seen and bid on by many of the world's top art collectors and gallery owners.
- Your artwork and biography are reproduced in full-color in the auction catalog with a distribution of at least 1,600.
- The catalog will also be featured online at [www.pilchuck.com](http://www.pilchuck.com).

### PROFESSIONAL PHOTOGRAPHY OF YOUR ARTWORK

- You will receive a complimentary professional digital image of your donated artwork.
- If you prefer to provide your own image for the catalog, please send a slide or electronic file with your procurement form. Please note that we may not be able to use your photography if the resolution or background does not fit with our design guidelines. *Be sure to mark the correct orientation and credit the photographer.*

### AUCTION TICKETS

#### Artists donating 100% of the proceeds from the sale of their artwork receive:

- Two tickets to Pilchuck Glass School's annual auction on October 30, 2008.

#### Artists electing to receive a rebate on the sale of their artwork receive:

- 10% of the sale price of their artwork. *(If the donated artwork is a collaboration, please clearly indicate to whom the check should be written)*
- One ticket to Pilchuck Glass School's annual auction on October 30, 2008.
- The option to purchase a second ticket at a discounted rate of \$75\* (The regular cost of each ticket is \$250 per person)  
**\*this offer limited to one discount ticket per donation.**

Because Pilchuck Glass School is recognized by the Internal Revenue Service as a 501(c)(3) charitable organization, you are able to claim a portion of your donation as a tax deduction. Please note that your donation is not a loan or consignment—it is an outright gift from you to Pilchuck Glass School. If your donation is juried into the auction but does not sell, Pilchuck may keep it to place in the next fundraiser or use in some other way to benefit the school. If your donation is not juried into the auction, you have the option of collecting your artwork at our Stanwood campus or Seattle office. We will also assist with shipping arrangements for you if requested.

*Pilchuck promises to handle your artwork with the utmost respect and care and to keep you updated on the status and sale of your donation, but we are not responsible for breakage, theft or loss.*

### About the Jury Process

The jury for Pilchuck's annual auction is comprised of curators, artists, trustees and staff who decide the placement and total number of artworks for the auction. Jurors are also responsible for selecting artworks for the live auction.

The criteria includes: (1) Skillful use of artistic media (primarily in glass); (2) Originality, imagination and invention; (3) Marketability and audience appeal; (4) Transportability (must be able to be shipped); (5) A visual intelligence such as a narrative, message or historical reference; and (5) Aesthetic sensibilities (some examples include power, grace, elegance, sensitivity, energy, beauty or confrontation).



## PACKING AND SHIPPING YOUR AUCTION DONATION

**We value your artwork and take special care to insure that it reaches its destination in perfect condition! When packing your artwork, please consider that it will be transported not once but several times, and will be handled by a number of different people.**

Once your artwork arrives at Pilchuck Glass School, it is unpacked, inspected and then cataloged. After cataloging, it is photographed and then set up for the auction jury. After the jury, your artwork is repacked, stored and then transported to the auction site at The Westin Seattle. At the auction site it is unpacked, set-up, sold and then repacked (in less than an hour) for its final and most important trip — arriving safely to the home of the purchaser. So that your artwork remains safe during all this transporting, please consider the following packing and shipping suggestions:

- Step 1** Your artwork should be wrapped in bubble wrap, preferably closed with blue painter's tape. This comes off easily, without tearing the bubble wrap, which is important considering that it will be unwrapped and wrapped a number of times. Also, use the least amount of tape possible. Delicate work can be damaged during the unwrapping process especially when removing a lot of tape. ***Please do not use clear packing tape.***
- Step 2** Select a box (preferably double-walled) that can accommodate the art and close completely without touching the artwork. Please allow three inches between the artwork and the box wall. If your artwork weighs more than 25 pounds, you should consider a wooden crate.
- Step 3** The artwork should be kept in a secure position with soft foam (preferable choice) or packing peanuts. Packing peanuts present a problem in that they tend to shift and also fly everywhere during the wrapping/unwrapping process. Small numbers of peanuts LOOSELY enclosed in soft plastic bags, which allow molding but keep the peanuts under control, is preferable to loose peanuts. ***Please do not use crumpled paper or inflatable air bags.***
- Step 4** Be sure to enclose your completed procurement form and any other necessary materials for your donation such as display or photography instructions.
- Step 5** Select an outer box. Shipping companies that do insure, such as UPS, require an outer box in order to collect on insurance. This is generally another cardboard box of approximately the same configuration as the inner box, but is about four inches larger in all dimensions, allowing for a layer of peanuts or soft foam in a two inch layer all around between boxes. The outer box should have labels such as *Fragile, Glass, Top, and Up.*

If you are not hand-carrying your artwork to Pilchuck, please send it with a carrier that knows it is fine art and is willing to insure it. Please insure your artwork for the stated value. Double-check with the carrier's website (such as [www.ups.com](http://www.ups.com)) to make sure their specific packing guidelines have been met.

*\*Please note that Pilchuck Glass School will not make insurance claims with the United States Postal Service. Their claim process is prohibitively lengthy and difficult with little success rate and the school does not have enough human resources to dedicate to this process. Insure with USPS at your own risk.*