



## THE WORSHIPFUL COMPANY OF GLASS SELLERS OF LONDON

### MASTER'S COMMISSION COMPETITION 2015: DELIVERY INSTRUCTIONS

#### PRE-POSTING

Before you send your sample, please complete the [Submission Stage 2 Form](#) as this will alert us to expect the package. Please name your file YourNameGlassCommissionSample (if you are sending more than one sample number the images (...Sample1) (...Sample2).  
Image size under 10MB will be fine.

#### SUBMISSION DEADLINE

Monday 13 April 2015

#### DELIVERY ADDRESS

Art Logistics Ltd  
**Master Glass Seller Competition**  
5-7 Park Royal Road  
London W3 6XA

#### PACKING SPECIFICATIONS

- Make sure that **your name** (as shown on the Submission Form) **is clearly marked on the outside of the box.** The boxes will not be opened until the day of Judging – 23 April - but we need to be able to keep a list as the items arrive.
- Preferably pack in new three-ply cardboard boxes
- Do not use too large boxes for the work - bear in mind we have 45 works to store and transport
- Use foam or bubble wrap - **do not use polystyrene chips.**

*As much care as possible will be taken that the items do not get broken but we cannot accept responsibility if for any reason items are broken during transit or when handled by members of the Judging Panel or other individuals.*

*Art Logistics Ltd accepts no responsibility for samples submitted by artists for the Master Glass Seller's Commission Competition on arrival, whilst in storage or during transportation.*

#### QUERIES

**GWEN RHYS, Master Glass Seller**  
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Email: [master2015@glass-sellers.co.uk](mailto:master2015@glass-sellers.co.uk)

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**ART LOGISTICS LIMITED**