



Landmark Building A Fort Mason San Francisco, California 94123-1382 (415) 775-0990

June 7, 1988

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NOT SO NAIVE: BAY AREA ARTISTS AND OUTSIDER ART

Dear Lenders:

This is a reminder to send in your loan forms as soon as possible. Your pieces cannot be insured for the exhibition until your loan forms are in our hands. All loan forms must be in the museum no later than June 16, 1988.

If you are shipping your pieces, for insurance purposes, please do not ship your work until after June 17th. Works must arrive at the museum no later than June 27th.

June 16	-	loan forms due
June 18	-	pieces shipped after this date
June 27	-	all work due at museum

If you are shipping your work, you can either send it C.O.D. or pay the shipping and send us a receipt of payment. You may pay your own insurance but the Museum will insure all of the pieces including in transit. Value of pieces on loan forms must not be selling price. If you wish to have your piece for sale, please send me the price to you. The Museum will add 30% onto this amount.

If you have any questions, please let me know.

We are very excited about the exhibition and are pleased that you loans will help make it a success.

Sincerely,

Carole Austin
Curator