



OIL PAINTERS of AMERICA®

Dedicated to the Preservation of Representational Art

Dear OPA Member:

Congratulations on being accepted into the 2015 Western Regional Juried Exhibition of Traditional Oils to be held at Wild Horse Gallery in Steamboat Springs, Colorado, August 7 - September 7, 2015. We are delighted that you have been selected to be a part of this exciting event, and we encourage you to come and take part in the opening weekend events.

After careful deliberation, the work of 103 artists was selected for this year's exhibition, including your own. It will be a sensational event, and we welcome you as a participant!

This letter will serve as a checklist to prepare you for this important exhibition. Please reference this document over the coming weeks.

PAINTINGS ON DISPLAY AT WILD HORSE GALLERY: August 7 - September 7, 2015

OPENING RECEPTION & AWARDS CEREMONY: 5:00 p.m. – 8:00 p.m. on Friday, August 7, 2015

PAINTING TO ARRIVE: Out of town and local artists: July 15 - July 29, 2015

IMPORTANT NOTE: Please be sure to include a \$25 check payable to Wild Horse Gallery for uncrating and storing your box. Also, PLEASE be sure to include a return shipping label and attach your notification card to the back of your painting. If you ship your painting in a strong box, you do not need to include the \$25 uncrating fee. All strong boxes or like containers will be returned to you after the exhibition.

CORRECTIONS TO PAINTING TITLE, SIZE AND PRICE

Included in this mailing is a notification card that should be attached to your painting prior to shipping. PLEASE read the notification card carefully to ensure that all of the information is correct. While we do not make any title or price changes, we will make spelling and/or size corrections, as well as change any blatant pricing errors (i.e., a zero is missing on the end). **Please e-mail any corrections as soon as possible to mail@oilpaintersofamerica.com.**

REQUEST FOR BIOGRAPHICAL STATEMENT

Please e-mail a brief biographical statement as soon as possible to Wild Horse Gallery at info@wildhorsegallery.com. The gallery will reference this when collectors request background information.

DELIVERIES

- All shipped work should arrive between July 15 and July 29, 2015.
- Shipments from OUTSIDE the United States must be shipped "Free Domicile" or they WILL NOT BE ACCEPTED.
- If you are not shipping in a strong box, be sure to include a \$25 check payable to Wild Horse Gallery to cover the cost of uncrating, storage of crates and re-crating your painting and shipping arrangements. **Please Note: The gallery is not obligated to hang paintings that arrive without the uncrating fee enclosed.**
- **Shipping Address is:** Wild Horse Gallery, 802 Lincoln Avenue, Steamboat Springs, Colorado 80477. Please include the gallery's telephone number on your shipping label (970) 879-5515.
- Hand deliveries should be dropped off Wednesday, July 15 through Wednesday, July 29. Gallery hours: Tuesday - Saturday: 11:00 a.m. to 6:00 p.m. The gallery is closed on Sunday & Monday.

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- Crates must be sturdy, reusable, top-hinged, and fastened with screws (not nailed). Sturdy cardboard cartons may be used. Airfloat Systems is offering all OPA members accepted into the Western Exhibition a 20 percent discount with the discount code **opa**. You can order a box on their website at www.airfloatsys.com or call them at (800) 445-2580
- **No peanut packing**, please. Please ensure your artwork is securely wrapped and packaged.
- PLEASE USE HEAVY-DUTY PICTURE WIRE ON ALL PAINTINGS.
- **Please attach the enclosed notification card to the back of your painting.**
- Wild Horse Gallery and OPA will not be responsible for any loss or damage to artwork that occurs in transit. **We recommend that you provide insurance to cover the full value of the artwork while in transit.**

RETURNS

- Hand delivered work must be picked up by the artist between the dates of September 8 and September 12, 2015. Gallery hours: Tuesday - Saturday: 11:00 a.m. to 6:00 p.m. The gallery is closed on Sunday & Monday.
- The cost of shipping the painting both to and from the show is the responsibility of the artist.
- **If using FedEx Ground or Fed Ex Air**, you may generate a PRP (Package Return Pickup Label) and include with your artwork. It will not be activated or charged to your account until picked up and scanned by FedEx. Please note: you must have your own Fed Ex account to generate a return pickup label. If you need to establish an account you may call: 1-800-503-1428 or go online to www.fedex.com.
- **If using UPS**, you may fill out a ground or air shipping document and include it with your painting. You can also generate an ARS (Authorized Return Service Label) and include with your artwork; however, the cost for obtaining the ARS label is immediately charged to your account. That being said, if the label is not used, you can call and have it voided. Go to www.ups.com.
- **DO NOT** send paper return shipping forms unless your FedEx or UPS account number **and** your return address are on the form.
- **DO NOT** send checks to pay for the return of your work. **No COD's on return shipping.**
- **Work will be repacked and returned in the same crates or cartons if possible.** If packing materials are inadequate for return shipment, Wild Horse Gallery, may request additional fees to cover the cost for new shipping materials.
- **Be certain to adequately insure your painting while in transit. Provide adequate fees in your return shipping amount to provide for insurance coverage.**

IMPORTANT! Please Remember: No painting may be removed by an artist prior to the end of the show. In addition, an artist who has withdrawn an entry after acceptance into an OPA exhibition shall not be eligible for entry into any OPA exhibition for the next two succeeding years. All paintings must be available for sale throughout the end of the exhibition.

We look forward to a successful show and thank you for your cooperation!