



OIL PAINTERS of AMERICA

Dedicated to the Preservation of Representational Art

Dear OPA Member:

Congratulations on being accepted into the 2013 Western Regional Juried Exhibition of Traditional Oils to be held at SouthWind Art Gallery in Topeka, Kansas, September 6 through October 26, 2013. 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 week events.

After careful deliberation, the work of approximately 100 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 SOUTHWIND ART GALLERY.: September 6 through October 26, 2013

OPENING RECEPTION & AWARDS CEREMONY: Friday, September 6, 2013

PAINTING TO ARRIVE: August 19 through August 23, 2013

IMPORTANT NOTE: Please be sure to include a \$25 check payable to SouthWind Art 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.

CORRECTIONS TO PAINTING TITLE, SIZE AND PRICE

- You will be receiving 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 SouthWind Art Gallery at info@southwindartgallery.com. The gallery will reference this when collectors request background information.

DELIVERIES

- All shipped work should arrive between August 19 and August 23, 2013.
- Shipments from OUTSIDE the United States must be shipped "Free Domicile" or they WILL NOT BE ACCEPTED.
- Include a check payable to SouthWind Art Gallery in the amount of \$25 to cover the cost of uncrating, storage of crates, 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: SouthWind Art Gallery, 3074 SW 29th Street, Topeka, KS 66614.** Please include the gallery's telephone number on your shipping label (785) 273-5994.
- Hand Deliveries should be dropped off between August 19 and August 23, 2013. Gallery hours: Monday through Friday: 10:00 a.m. to 6:00 p.m.

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P.O. Box 2488, Crystal Lake, IL 60039-2488 • 815-356-5987 • www.oilpaintersofamerica.com

- Crates must be sturdy, reusable, top-hinged, and fastened with screws (not nailed). Sturdy cardboard cartons may be used.
- **No Peanut Packing!** Please ensure your artwork is securely wrapped / packaged.
- ARTISTS- PLEASE USE HEAVY DUTY PICTURE WIRE ON ALL PAINTINGS.
- SouthWind Art Gallery is not responsible for damage to paintings while in transit. **We suggest that you provide insurance to cover the full value of the artwork while in transit.**
- **Please secure your notification card to the back of your painting.**

RETURNS

- Hand delivered work must be picked up by the artist between the dates of October 28 and November 2, 2013. Gallery hours: Monday through Friday: 10:00 a.m. to 6:00 p.m., Saturday: 10:00 a.m. – 4:00 p.m.
- 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/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 on-line to www.fedex.com.
- **If using UPS:** if you have an account 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 you list your FedEx or UPS account number is on the form and your return address.
- **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, SouthWind 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.

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

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