



OIL PAINTERS of AMERICA®

Dedicated to the Preservation of Representational Art

Dear OPA Member:

Congratulations on being accepted into the 2017 Eastern Regional Exhibition of Traditional Oils to be held at Anderson Fine Art Gallery in St. Simons Island, Georgia from November 17 through December 16, 2017. 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 all of the activities and networking opportunities! Activities begin on Wednesday, November 15 with a two-day plein air paint out and competition.

We are looking forward to another great opening weekend and exhibition this year. This letter will serve as a checklist to prepare you for this important exhibition. Please reference this document over the coming weeks.

PAINTINGS ON EXHIBIT AT ANDERSON FINE ART GALLERY: November 17 – December 16, 2017

OPENING PROGRAM DATES: November 15 – 19, 2017

OPENING RECEPTION & AWARDS PRESENTATION: Friday, November 17, 2017 at 6:00 p.m.

PAINTING TO ARRIVE: October 30 – November 3, 2017

IMPORTANT SHIPPING INFORMATION: OPA will waive the uncrating fee for artists who use a commercially manufactured art shipping box; such as Airfloat Systems or MasterPak. These art shipping boxes will be returned to the artist at the conclusion of the show at the artist's expense.

If you are **NOT** shipping in a commercially manufactured art shipping box, please go to www.oilpaintersofamerica.com/2017easternartists to pay your \$25 uncrating fee prior to November 8th. **If the uncrating fee is not paid online on or before Wednesday, November 8th, your painting will NOT be included in the show.**

Also, **PLEASE be sure to include a paid, printed return shipping label with a bar code.** There are two ways to send your label: 1) include label in the enclosed yellow envelope along with your painting shipment **OR** 2) email it to the gallery at Mand@mindspring.com. Paper forms, CODs or checks will no longer be accepted for return shipping fees. **Return shipping fees must reach the gallery on or before Wednesday, November 8th or your painting will NOT be included in the show.**

*Local artists dropping off and picking up their paintings do not need to provide an uncrating fee or return shipping label.

CORRECTIONS TO PAINTING TITLE, SIZE AND PRICE: Included with this letter 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 email any corrections as soon as possible to mail@oilpaintersofamerica.com.** Please do not contact the gallery directly. All communication should go through OPA.

REQUEST FOR BIOGRAPHICAL STATEMENT

Please email a brief biographical statement as soon as possible to the gallery to: mand@mindspring.com. The gallery will reference this when collectors request background information.

DELIVERIES

- All shipped work should arrive at Anderson Fine Art Gallery between October 30 and November 3, 2017.
- Shipments from OUTSIDE the United States must be shipped "Free Domicile" or they WILL NOT BE ACCEPTED.
- If you are not shipping in a commercially manufactured art shipping box, be sure to pay your uncrating fee online at www.oilpaintersofamerica.com/2017easternartists prior to Wednesday, November 8th. This fee covers the cost of uncrating, storage of crates and re-crating your painting. **Please Note: Your painting will NOT be included in the show if this fee is not paid on or before November 8th.** *Local artists hand-delivering their painting do not need to pay an uncrating fee.
- If you are shipping in a commercially manufactured art shipping box, please choose a return shipping option for your art box on your notification card.

- **Shipping Address is: Anderson Fine Art Gallery, 3309 Frederica Road, St. Simons Island, GA 31522.** Please include the gallery's telephone number on your shipping label **(912) 634-8414.**
- **Hand-deliver paintings to Anderson Fine Art Gallery, 3309 Frederica Road, St. Simons Island, GA 31522.** Hand Deliveries should be: Monday through Friday: 10:00 a.m. to 4:00 p.m.
- Crates must be sturdy, reusable, top-hinged, and fastened with screws (not nailed).
- OPA encourages the use of commercially manufactured art boxes to save on uncrating fees. OPA has arranged some great discounts from the following companies:
 - **Airfloat Systems** is offering all OPA members a year-round 20% discount with the discount code **OPA**. www.airfloatsys.com or (800) 445-2580.
 - **MasterPak** is offering accepted artists 20% off Premium MasterPak Boxes & PrintPaks and ArchivalPak Kits OR 10% off Standard MasterPak Boxes, PrintPaks and ArchivalPak Kits with discount code **OPA17**. This code expires December 31, 2017. www.masterpak-usa.com or (800) 922-5522. Optimal distribution point so to reduce delivery time & cost: Los Angeles, Memphis, New York
- **No Peanut Packing.** Please ensure your artwork is securely wrapped and packaged.
- When packing with bubble wrap, the gallery recommends using hand stretch film instead of packing tape. This plastic film is just as secure but does not destroy the bubble wrap during unpacking. It may be purchased at office supply or shipping supply stores.
- PLEASE USE HEAVY-DUTY PICTURE WIRE ON ALL PAINTINGS.
- Please attach the enclosed notification card to the back of your painting.
- Anderson Gallery of Fine Art 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 artwork while in transit.**

RETURNS

- Hand-delivered work must be picked up by the artist December 19 through December 22, 2017. Gallery hours: Tuesday through Saturday: 10:00 a.m. to 4:00 p.m., or by appointment.
- 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) with a bar code and include it with your artwork. It will not be activated or charged to your account until it is 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 generate an ARS (Authorized Return Service Label) with a bar code 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.** Only paid, printed labels with bar codes will be accepted. There are two ways to send label: 1) Include the return shipping label in the yellow envelope OR 2) email it to Mand@mindspring.com. **If return shipping is not received by Wednesday, November 8th, your painting will not be included in the show.** *Local artists who hand-deliver their work do not need a label.
- **DO NOT send a check 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, Anderson Fine Art 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 entirety of the exhibition.

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

Oil Painters of America

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