



OIL PAINTERS of AMERICA®

Dedicated to the Preservation of Representational Art

Dear OPA Member:

Congratulations on being accepted into the 2018 Western Regional Exhibition of Traditional Oils to be held at Mary Williams Fine Arts in Boulder, Colorado. We are excited that you have been selected to be a part of this event and encourage you to take part in all of the activities and networking opportunities the opening weekend provides! This year's Western Regional Exhibition Juror of Awards is Signature member Mike Desatnick OPA.

After very careful deliberation, the works of approximately 90 artists will be included in the exhibition, including your own. 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 MARY WILLIAMS FINE ARTS: September 7 – October 6, 2018

OPENING RECEPTION: Friday, September 7 from 5:00 – 8:00 p.m.

SHIPPED PAINTING TO ARRIVE: August 13 - 17, 2018

HAND-DELIVERED PAINTING TO ARRIVE: August 20 - 24, 2018

IMPORTANT SHIPPING INFORMATION: OPA will waive the handling fee for artists who use a commercially manufactured art shipping box such as Airfloat Systems, MasterPak or Uline. **FedEx Art and Home Depot boxes, as well as homemade boxes, are NOT included in the list of boxes for which the fee will be waived.** The 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, you will need to pay your \$25 handling fee prior to August 31st. You will receive an email with further instructions on how to pay the fee.

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 maw@marywilliamsfinearts.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 Friday, August 31st.**

*Local artists dropping off and picking up their paintings do not need to provide a handling 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

You will be required to provide a biographical statement. Please email your biography to maw@marywilliamsfinearts.com. Mary Williams Fine Arts will reference this when collectors request background information.

DELIVERIES

- **All shipped work should arrive at Mary Williams Fine Arts between August 13 – 17, 2018. Hand-delivered work should arrive between August 20 – 24.**
- 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 \$25 handling fee prior to Friday, June 1st. You will receive an email with more information. This fee covers the cost of uncrating, storage of crates and re-crating your painting. *Local artists hand-delivering their painting do not need to pay a handling 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: Mary Williams Fine Arts, 5311 Western Ave, #112, Boulder, CO 80301.** Please include the gallery's telephone number on your shipping label **(303) 938-1588**.
- **Hand-deliver paintings to Mary Williams Fine Arts, 5311 Western Ave, #112, Boulder, CO.** Hand Deliveries should be: Monday – Friday 11:00 a.m. to 5:00 p.m., Saturday 12:00 p.m. – 4:00 p.m. Gallery is closed on Sunday.
- Crates must be sturdy, reusable, top-hinged, and fastened with screws (not nailed).
- OPA encourages the use of commercially manufactured art boxes from Airfloat Systems, MasterPak or Uline to save on handling fees. **FedEx Art and Home Depot boxes, as well as homemade boxes, are NOT included in the list of boxes for which the fee will be waived.** OPA has arranged a great discount from Airfloat Systems:
 - **Airfloat Systems** is offering accepted artists a 20% discount with the discount code **OPA**.
www.airfloatsys.com or (800) 445-2580.
- **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.
- Mary Williams Fine Arts 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 at a pre-arranged time with Mary Williams Fine Arts on Monday, October 8. Gallery hours: Monday – Friday 11:00 a.m. to 5:00 p.m., Saturday 12:00 p.m. – 4:00 p.m. Gallery is closed on Sunday.
- 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:** From your account, use FedEx Ship Manager® to create and print a return label with a bar code and include it with your artwork in the yellow envelope or from your account, you may generate a FedEx Email Return Label and email it to the gallery at mqw@marywilliamsfinearts.com. Please note: you must have your own Fed Ex account to generate a return pickup label. If you need to establish an account or have questions, you may call: 1-800-503-1428 or go online to www.fedex.com.
- **If using UPS:** From your account, you may print a return label with a bar code and include with your artwork in the yellow envelope or request UPS to email an Electronic Return Label to mqw@marywilliamsfinearts.com. However, the cost for obtaining the return label is immediately charged to your account. We recommend going to www.ups.com to print your return label. If you have questions or need to establish an account, you may call UPS at 1-800-742-5877.
- **DO NOT send paper return shipping forms.** To aid the gallery in the return process, only pre-paid & printed labels with bar codes will be accepted. Please either include the label in the yellow envelope with your painting or email it to mqw@marywilliamsfinearts.com. **Return shipping fees must reach the gallery on or before Friday, August 31st.** *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, Mary Williams Fine Arts 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!