



# OIL PAINTERS of AMERICA®

Dedicated to the Preservation of Representational Art

## 2025 WESTERN EXHIBITION SHIPPING Essential Information

**Be Aware: Paintings due at gallery June 24 – July 4!**

### ✓ Check Each Box Before Sending

- ☐ **Fill out the EXHIBITION INCLUSION FORM on OPA's Western Exhibition page.** Even if you ship in an approved art box or hand-deliver your work, the form **must** be completed.
- ☐ **Attach PAINTING IDENTIFICATION LABEL to the back of your painting.** See page 3 below. Print out, fill out, and securely attach. (Corrections to the painting title, image or price are NOT ALLOWED except for spelling or blatant pricing errors, such as a missing zero. Corrections to size are allowed. If a permitted correction is needed, please email [mail@oilpaintersofamerica.com](mailto:mail@oilpaintersofamerica.com) immediately. DO NOT CONTACT THE GALLERY WITH CORRECTIONS.)
- ☐ **Attach GALLERY INFORMATION SHEET to the back of your painting.** See page 4 below. Print out, fill out, put in envelope, and loosely attach.
- ☐ **Attach or email pre-paid return shipping label.** Artists who ship paintings must provide a printed or emailed pre-paid return shipping label. Email return shipping labels to [jane@illumegallerywest.com](mailto:jane@illumegallerywest.com). If not emailing the label, please include pre-paid return shipping label in envelope with info sheet and loosely attach.
- ☐ **Pack painting in an approved strong box.** Airfloat Services is offering a 20% discount to OPA artists. Airfloat code: OPA25

**OR**

- ☐ **Pay the \$25 uncrating fee online.** Artists who do **not** ship in an approved art box or hand-deliver their painting **must** pay the \$25 uncrating fee online. **Checks will not be accepted.**
- ☐ **Print your name prominently on the outside of your box and mark "TOP" or "OPEN HERE"** Also, a photo of the painting attached to the inside of the box is helpful to make sure the correct box is returned.
- ☐ **Ship via FedEx or UPS only.** Do not use the US Postal Service for this exhibition. The cost of shipping the painting both to and from the show is the responsibility of the participating artist.
- ☐ **Ship "Free Domicile"** Shipments from OUTSIDE the United States must be shipped "Free Domicile" or they WILL NOT BE ACCEPTED.
- ☐ **Email your biography.** Send to Illume Gallery West at [jane@illumegallerywest.com](mailto:jane@illumegallerywest.com). They will reference this when collectors request background information.

## PAINTING SHIPPING ADDRESS

### ILLUME GALLERY WEST

130 E. Broadway St.  
Philipsburg, MT 59858  
(413) 313-5008

### Please Be Aware

- ✓ **Do NOT ship in a wooden crate** A \$100 fee will be assessed
- ✓ **Do NOT use packing peanuts**
- ✓ **Minimize packing tape** When using bubble wrap, hand-stretch film is preferred over packing tape since it doesn't destroy the wrap.
- ✓ **Pack for repacking** Paintings will be returned in the boxes used to ship them. If packing materials are inadequate for return shipment, Illume Gallery West may request additional fees to cover the cost of new shipping materials.
- ✓ **Insure your shipment** Illume Gallery West and OPA will not be responsible for any loss or damage to the artwork that occurs in transit. We recommend that you provide insurance to cover the full value of the artwork while in transit. OPA recommends [ShipandInsure.com](http://ShipandInsure.com) for insurance and discounted shipping.

# PRINT, FILL OUT & DETACH THE FORM BELOW AND ATTACH TO THE BACK OF YOUR PAINTING



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**2025 WESTERN REGIONAL EXHIBITION  
ILLUME GALLERY WEST  
PHILIPSBURG, MT**

Artist Name: \_\_\_\_\_

Master Signature Member \_\_\_\_\_ Signature Member \_\_\_\_\_ Associate Member \_\_\_\_\_ Student Member \_\_\_\_\_

Painting Title: \_\_\_\_\_

Unframed Size: \_\_\_\_\_ Framed Size: \_\_\_\_\_

Substrate: \_\_\_\_\_ Price: \_\_\_\_\_

My prepaid return shipping label was: ☐ Emailed ☐ Enclosed

**Please choose a return option for your box:**

- ☐ Return my art box to me using my prepaid return shipping label.
- ☐ Use my box to ship the painting to the collector at the collector's expense. **I do not want it back.**
- ☐ I am hand-delivering my painting and will pick it up if it's not sold.

**ILLUME GALLERY WEST INFORMATION SHEET**  
Oil Painters of America Western Regional Exhibition

Artist Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Master Signature Member \_\_\_\_\_ Signature Member \_\_\_\_\_ Associate Member \_\_\_\_\_ Student Member \_\_\_\_\_

Painting Title: \_\_\_\_\_

Unframed Size: \_\_\_\_\_ Framed Size: \_\_\_\_\_

Substrate: \_\_\_\_\_ Price: \_\_\_\_\_

My prepaid return shipping label was: ☐ Emailed ☐ Enclosed

**Please choose a return option for your box:**

- ☐ Return my art box to me using my prepaid return shipping label.
- ☐ Use my box to ship the painting to the collector at the collector's expense. **I do not want it back.**
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**For Gallery Use:**

- |                                                                                  |                                                                 |
|----------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Return Shipping Label Received (not for hand-delivered) | <input type="checkbox"/> Hand Delivered/Pick up                 |
| <input type="checkbox"/> Art Box Used (no uncrating fee)                         | <input type="checkbox"/> Uncrating Fee Needed (not for art box) |
| <input type="checkbox"/> Artist Biography Received                               |                                                                 |

## OPA Western Regional Exhibition

RSVP required for Opening Weekend Events, even if it's only the Opening Reception.  
RSVP on the Western Regional Exhibition page.

Event	Dates
Shipped paintings due at Illume Gallery West	<b>Tues, June 24 – Friday, July 4</b>
Hand-delivered paintings due at Illume Gallery West	<b>Tues, June 24 – Friday, July 4</b>
Paintings on display at the Illume Gallery West	July 11 – August 15
Opening Reception at the Illume Gallery West 130 E. Broadway St., Philipsburg, MT 59858	Fri, May 30 VIP Opening at 4:30 – 5:30 Public Opening 5:30 – 9:00 pm Awards presented at 7:30 pm
Saturday Juror Tour & Demos 130 E. Broadway St., Philipsburg, MT 59858	Beginning at 10:00 am
The Artistic Feast for Artists & Guests 128 East Broadway Street, Philipsburg, MT Gluten-friendly option available	Saturday, July 12 at 6:00 pm
Hand-delivered paintings pick up by appointment	August 16 - 22

### Airports:

Butte Bert Mooney Airport (BTM) – 1.25-hour drive  
Missoula International Airport (MSO) – 1.5-hour drive  
Helena Regional Airport (HLN) – 2-hour drive

### Accommodation Suggestions:

Kaiser House - <https://www.kaiserhousehotel.com/>  
Broadway Hotel - <https://www.broadwaymontana.com/>  
Inn at Philipsburg - <https://www.theinn-philipsburg.com/>

### VRBO & AIRBNB

[https://drive.google.com/file/d/183INqK2pl4KTLcy\\_Tl8hsSW02BZxKueK/view?usp=sharing](https://drive.google.com/file/d/183INqK2pl4KTLcy_Tl8hsSW02BZxKueK/view?usp=sharing)

### Questions?

Liz Pusch    Asst. Exec. Director    [LPusch@oilpaintersofamerica.com](mailto:LPusch@oilpaintersofamerica.com)    630-352-6554

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