



NATIONAL SALON: EXHIBITION OF SMALL PAINTINGS

Shipping Instructions and Essential Information

Paintings are due at the gallery between July 13 - 22

✓ Check Each Box Before Sending

- ☐ **Attach PAINTING IDENTIFICATION LABEL** to the back of your painting. See page 3 for the form. Print, fill out, and securely attach the form. (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 the size are allowed. If a permitted correction is needed, please email cryan@oilpaintersofamerica.com immediately. **DO NOT CONTACT THE GALLERY WITH CORRECTIONS.**

- ☐ **Include a prepaid return shipping label.** Artists who ship paintings must provide a printed, prepaid return shipping label WITH their painting. The gallery will not accept emailed labels. The shipping label must have a barcode, not an account number.

- ☐ **This gallery prefers strongbox use. We highly suggest packing your painting in an approved strongbox.** Airfloat Services and Masterpak are offering a 20% discount to OPA artists. **Airfloat code:** opa26. **Masterpak code:** OPA26 valid only on TitanStrongBox. Masterpak's discount is valid from June 13 to July 22.

OR

- ☐ **Artists may use other art boxes** if NO wooden crates are used. A \$100 fee will be charged to anyone shipping in a wooden crate. Artists who do not use an approved art box or who do not hand-deliver their painting must pay a \$25 uncrating fee when submitting the participation form. **Checks will not be accepted.** Do **NOT** include a check with your painting.
- ☐ **Print your name prominently on the outside of your box and mark "TOP" or "OPEN HERE"**. Also, a photo of the painting should be attached to the inside of the box to make sure the correct box is returned.
- ☐ **Ship your artwork via FedEx, UPS, or DHL**, as both OPA and the Gallery consider these carriers more reliable than USPS. Please note that all shipping costs, including insurance, both to and from the exhibition, are the responsibility of the artist.
- ☐ Shipments from OUTSIDE the United States must be shipped "FREE DOMICILE" or they WILL NOT BE ACCEPTED. **The artist is responsible for all fees & costs associated with shipping and insurance, including import fees.**
- ☐ **All artists, please email** your biography to opa@cassensfineart.com. The gallery will reference this when collectors request background information. Name the file with Last Name, First Name-Biography, such as Anderson, Kurt-Biography.
- ☐ **Fill out a W-9 form** and email the form to opa@cassensfineart.com or include it with your painting. See the instruction email to download a blank W-9 form or go to <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.

PAINTING SHIPPING ADDRESS

CASSENS FINE ART
215 West Main Street
Hamilton, Montana 59840
406-363-4112
gallery@cassensfineart.com

Please Be Aware

- ✓ **Do NOT ship in a wooden crate** – otherwise, a \$100 fee will be assessed
- ✓ **Do NOT use packing peanuts**
- ✓ **Pay the \$25 uncrating fee** – If not using an approved art box, artists must pay the uncrating fee online. Do NOT send a check with your painting. See the instruction email for the participation form.
- ✓ **Minimize packing tape** – When using bubble wrap, using hand-stretch film is preferred over packing tap since it doesn't destroy the wrap.
- ✓ **Pack for repacking** – Paintings will be returned in the boxes used to ship them to the gallery. If packing materials are inadequate for return shipment, Cassens Fine Art will request additional fees to cover the cost of new shipping materials.
- ✓ **Insure your shipment!!** Cassens Fine Art and OPA will NOT be responsible for any loss or damage to the artwork or frame 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 for insurance and discounted FedEx shipping. If damage occurs to your frame or painting, you will be responsible for repair costs.
- ✓ **A paid return shipping label must** be included in the box with your painting. The gallery will not accept emailed labels.
- ✓ **All framed artwork** must have felt bumpers on the corners and D-ring hangers installed. A \$15 fee will be assessed by the gallery for any piece that does not comply.

PRINT, FILL OUT AND ATTACH THIS PAGE TO THE BACK OF YOUR PAINTING

PAINTING IDENTIFICATION LABEL



THE OPA NATIONAL SALON

**NATIONAL SALON
CASSENS FINE ART
HAMILTON, MONTANA**

Artist Name: _____

☐ Master Signature ☐ Signature ☐ Associate ☐ Student Associate

Painting Title: _____

Unframed Size: _____ Framed Size: _____

Substrate: _____ Price: _____

If your painting sells, please select a return option for your box:

- ☐ Return my art box to me using my prepaid return shipping label
- ☐ Ship my painting to the collector using my box; collector pays shipping. Do not return box.
- ☐ I am hand-delivering my painting and will pick it up if it does not sell.

For Gallery Use:

- | | |
|---|---|
| ☐ Return Shipping Label Received (not for hand-delivery) | ☐ Hand-Delivery/Pick Up |
| ☐ Strong Box Used (no uncrating fee) | ☐ Uncrating Fee Needed (not for art box) |
| ☐ Artist Biography Received | ☐ Artist W-9 Form Received |



THE OPA NATIONAL SALON

Event	Dates
Shipped & hand-delivered paintings due at Cassens Fine Art	July 13 - 22
Paintings on display at the gallery	July 31 – August 29
Opening Reception & Awards Presentation Cassens Fine Art 215 West Main Street Hamilton, MT 59840 (complimentary event)	Friday, July 31 Artist & Collector Opening – 4:00 pm Public Opening – 5:00 – 7:00 pm Awards – 5:30 pm
Hand-delivered paintings picked up by appointment	August 31 – September 4

[OPENING WEEKEND
PROGRAM](#)

[REGISTRATION](#)

Questions?

Contact Liz Pusch at LPusch@oilpaintersofamerica.com or 630.352.6554