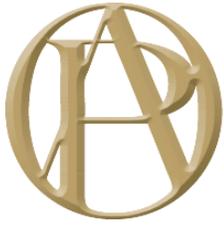


Salon Show in Birmingham, AL



OIL PAINTERS of AMERICA®

Dedicated to the Preservation of Representational Art

Dear OPA Member:

Congratulations on being accepted into OPA's Second Salon Show of Traditional Oils to be held at the Beverly McNeil Gallery, October 8 – November 5, 2015. We are excited for this event and hope you will be able to join us for the opening weekend festivities.

After careful deliberation, the work of 261 artists has been selected for the salon show, including your own. It will be a wonderful event, and we are happy to have 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 BEVERLY McNEIL GALLERY: Thursday, October 8 – Friday, November 5, 2015

OPENING RECEPTION & AWARDS CEREMONY: 5:30 p.m. – 8:00 p.m. on Thursday, October 8, 2015

OUT OF TOWN & LOCAL PAINTING TO ARRIVE: Thursday, September 24 through Thursday, October 1, 2015

IMPORTANT NOTE: Please be sure to include a \$25 check payable to Beverly McNeil 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.

If you ship your painting in a strong box or like container, you do not need to include the \$25 uncrating fee. Please specify on your notification card if you want your art box returned to you if your painting sells or if the gallery should use the box to ship the painting to the collector.

CORRECTIONS TO PAINTING TITLE, SIZE AND PRICE: Included in this mailing 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 e-mail 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 e-mail a brief biographical statement as soon as possible to Beverly McNeil Gallery at Brittany@beverlymcneilgallery.com. The gallery will reference this when collectors request background information.

DELIVERIES

- All shipped work should arrive Thursday, September 24 through Thursday, October 1, 2015.
- Shipments from OUTSIDE the United States must be shipped "Free Domicile" or they WILL NOT BE ACCEPTED.
- If you are not shipping in a strong box or like container, be sure to include a \$25 check payable to Beverly McNeil Gallery to cover the cost of uncrating, storage of crates and re-crating your painting and shipping arrangements. **Please Note: The gallery is not obligated to hang paintings that arrive without the uncrating fee enclosed.**
- If you are shipping in a strong box or like container, please choose a return shipping option for your art box on your notification card.

Oil Painters of America

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

- **Shipping Address is:** Beverly McNeil Gallery 605 28th Street South, Birmingham, AL 35233. Please include the gallery's telephone number on your shipping label (205) 328-1761.
- Hand deliveries can be dropped off Thursday, September 24 through Thursday, October 1, 2015. Gallery hours: Monday – Friday 10:00 a.m. – 5:00 p.m. and Saturday 11:00 a.m. – 3:00 p.m. The gallery is closed on Sunday.
- Crates must be sturdy, reusable, top-hinged, and fastened with screws (not nailed). Sturdy cardboard cartons may be used. Airfloat Systems is offering all OPA members accepted into the Salon Show a 20 percent discount with the discount code **opa**. You can order a box on their website at www.airfloatsys.com or call them at (800) 445-2580
- **No peanut packing**, please. 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.**
- Beverly McNeil Gallery 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 the artwork while in transit.**

RETURNS

- Hand delivered work must be picked up by the artist between the dates of November 9 – 14, 2015. Gallery hours: Monday – Friday 10:00 a.m. – 5:00 p.m. and Saturday 11:00 a.m. – 3:00 p.m. The 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**, you may generate a PRP (Package Return Pickup Label) and include with your artwork. It will not be activated or 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 online to www.fedex.com.
- **If using UPS**, 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 your FedEx or UPS account number **and** your return address are on the form.
- **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, Beverly McNeil 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 end of the exhibition.

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