



OIL PAINTERS of AMERICA®

Dedicated to the Preservation of Representational Art

Dear OPA Member:

Congratulations on being accepted into the 2017 Western Juried Exhibition of Traditional Oils to be held at Illume Gallery of Fine Art, Authentique Gallery of Art & Design and The Mission Gallery in Saint George, Utah November 10 through December 9, 2017. We are delighted that you have been selected to be a part of this exhibition, and we encourage you to come and take part in the painting demos, and networking opportunities!

After careful deliberation, the works of approximately 100 artists were selected for this year's exhibition, including your own. We are looking forward to another great show 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 ILLUME GALLERY OF FINE ART, AUTHENTIQUE GALLERY OF ART & DESIGN AND THE MISSION GALLERY: November 10 – December 9, 2017

OPENING RECEPTION & AWARDS CEREMONY: Friday, November 10, 2017

PAINTING TO ARRIVE: October 23 – 27, 2017

IMPORTANT NOTE: 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/2017WestenArtists to pay your \$25 uncrating fee prior to November 1st. **If the uncrating fee is not paid online on or before Wednesday, November 1st, 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 jane@illumegalleryoffineart.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 1st 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 the rear of 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](mailto: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: jane@illumegalleryoffineart.com. The gallery will reference this when collectors request background information.

DELIVERIES

- All shipped work should arrive at Illume Gallery of Fine Art between October 23 and October 27, 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/2017WestenArtists prior to Wednesday, November 1st. This fee covers the cost of uncrating, storage of crates and re-creating your painting. **Please Note: Your painting will NOT be included in the show if this fee is not paid on or before November 1st.** *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: Illume Gallery of Fine Art, 29 West 200 North, Saint George, UT 84770.** Please include the gallery's telephone number on your shipping label **(435) 688-7278**.
- **Hand-deliver paintings to: Illume Gallery of Fine Art, 29 West 200 North, Saint George, UT 84770.** Hand Deliveries should be: Monday through Friday: 10:00 a.m. to 6:00 p.m. *Uncrating fee is not required on hand-delivered paintings.
- 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. Multiple distribution points 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.
- Illume 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 11 through December 16, 2017. Gallery hours: Monday through Saturday: 10:00 a.m. to 6:00 p.m. Sunday: Closed.
- 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 jane@illumegalleryoffineart.com. **If return shipping is not received by Wednesday, November 1, 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, Illume Gallery of Fine Art 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 label 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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