

## Instructions for Shipped Paintings- **NEW**

### 1. Options for Shipping to the Show

Artists shipping their paintings to the exhibition are requested to ship using UPS, Fed Ex, or other shipping service.

- a. **Before** packing your painting at home, please go online and set up an account with your chosen shipping company. You will be able to print the **Pre-Authorized Return Shipping Label** which you enclose in the envelope to be attached to the wire on the back of your painting. Once your painting is secure in the shipping box you can call the shipping company and arrange a date to have them come to your home and pick up the painting.
- b. If you take your painting to the shipping company for packaging and shipping, tell them you would like a **Pre-Authorized Return Shipping Label**. They will assist you with setting up an account and create the label. If possible, include the label in the envelope attached to the back of your painting **or** have it taped to the painting's protective wrap. Mention to the shipping company that no Styrofoam packing be used in the shipping box.

**Please note:** Some shipping companies will apply the Pre-Authorized Return Shipping Label on the front of the box in a see through protective envelope. Your Painting Check-In volunteers will be looking for the label in the envelope attached to the back of the painting, taped to the painting's protective wrap, or on the front of the shipping box.

**Also note:** If your painting travels with the awarded 20 paintings, the Pre-Authorized Return Shipping Label will not be charged to your credit card and you will pick your painting up at the next convention. If your painting will be returned to you: the painting will be taken to the shipping company and once the pre-authorized label is scanned, your credit card will be charged for the shipping.