



## INTERNATIONAL SHIPPING INSTRUCTIONS

**Our Agent for this show is:**

Weems Gallery and Framing  
5935 Wyoming Blvd NE  
Albuquerque, NM 87109  
(505)293-6133  
weems@weemsgallery.com

**Email: [weems@weemsgallery.com](mailto:weems@weemsgallery.com)**

**Attn:** Gallery Owner- Sheila McVeigh

**Please carefully read and follow the directions below.**

1. **All paintings shipped from outside North America MUST** be sent unframed. *Paintings sent framed will be the sole responsibility of the artist for damage during shipping and any required repairs.*

Framing Options:

**Email: [weems@weemsgallery.com](mailto:weems@weemsgallery.com)**

2. Weems Gallery and Framing will be providing one very nice frame for all paintings. All paintings will receive the same glass.
  - Please contact Weems Gallery and Framing **ASAP** to advise whether you would like your painting matted. If you request a mat, advise white or off-white mat. Note: Maximum framed and matted size is 40" in either direction.
3. Once the artist has chosen the framing option, Weems Gallery and Framing will invoice the artist for framing.
4. Note: All framing costs are between the artist and Weems Gallery.
5. Painting must be received by Weems Gallery and Framing by May 21.
6. All juried show entries must be the same as the image submitted on Show Submit and described on the entry form; no substitutions are permitted.

## Insurance

- IAPS, Weems Gallery and Framing, and the Hotel Albuquerque are not responsible for loss or damage to artwork during shipping, while in transit or at the Hotel.
- Artists should carry their own insurance.

## Shipping Checklist:

Administrative Fee of USD \$90.00 must be received prior to shipping.

**PAYMENT BY CREDIT CARD:** <https://www.paypal.com/paypalme/IAPSpastel>



*(PLEASE NOTE: When you click on this payment a box appears under your payment.*

*Please type your name in this box. This is how we identify your payment.)*



### INSIDE THE BOX – PLEASE INCLUDE:

1. A prepaid return shipping label must accompany your painting. UPS or FedEx only. \*Label must be pre-printed and contain a barcode, no handprinted labels.
2. ID Label -Completed

### • OUTSIDE THE BOX – PLEASE INCLUDE:

- Write your last name and either “IAPS Master Circle or IAPS Open” on the shipping container exterior.

**SHIP TO:**

Weems Gallery and Framing  
IAPS SHOW (Master or Open)  
5935 Wyoming Blvd NE  
Albuquerque, NM 87109

ID Label filled out and included in the shipping container.

ARTIST NAME			
PAINTING TITLE			
PRICE			
ARTIST SHIPPING ADDRESS			
CITY	STATE	ZIP	COUNTRY
PHONE		CELL PHONE	
EMAIL ADDRESS			

- At the close of the exhibition, unsold paintings will be unframed, and returned in the original shipping container using your prepaid label.

Sold paintings: Shipping is the responsibility of the collector. Sales will be advised, and remittance will be made within 30 days.