



## UNITED STATES & CANADA 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. Painting must be received by Weems Gallery and Framing by May 28.
2. 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:**

Shipped painting must be in an appropriate shipping carton. An industry standard is the Airfloat Strongbox (available from Airfloat Systems, [www.airfloatsys.com](http://www.airfloatsys.com)). This box is very sturdy and can be re-used multiple times. Choose the plastic-line box for the best option as it offers more protection.

- A similar box called Deluxe Art Shipper is available from U-Line ([www.uline.com](http://www.uline.com)).
- Airfloat is giving IAPS artists a 20% discount on any Strongbox order. Use code #IAPS when you order at 800.445.2580. Go to [www.airfloatsys.com](http://www.airfloatsys.com) for sizes.
- An option to prevent glass breakage and damage to your painting is to use Glas-Skin (also available from [www.airfloatsys.com](http://www.airfloatsys.com)). This has a paper backing and is made for artwork and can be used for return shipping. Do not use carpet tape or tape with clear backing.
- ***No packaging peanuts PLEASE!!!!***
- Choose your method of shipping carefully. The longer the box is in transit, the more possibility there is of damage; some artists prefer overnight, second, or third-day air as opposed to ground. It is optional to ship with "signature required".

**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 ID Label and placed on top left corner of the back of each painting.

**OUTSIDE THE BOX – PLEASE INCLUDE:**

Write last name and either “IAPS 12th Master Circle Division or IAPS 44th Open Division” on the shipping box exterior. Write your name on 4 sides of the shipping container

**SHIP TO:**

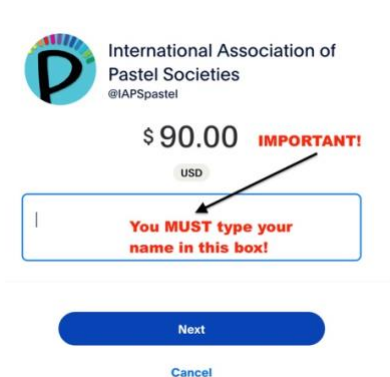
Weems Gallery and Framing  
IAPS SHOW (Master or Open)  
5935 Wyoming Blvd NE  
Albuquerque, NM 87109

**Administrative Fee must be received prior to shipping.**

- PAYMENT BY CHECK- USD \$85.00 **\*Do not include with the painting.**
- Mail to: IAPS 182 Summer St., Ste 6, #117 Kingston, MA 02364
- PAYMENT BY CREDIT CARD- USD \$90.00 <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.)*



**There is no administrative fee for Hand Delivered Art:**

If you plan on delivering your painting, please let us know by contacting: [bnidefferart@gmail.com](mailto:bnidefferart@gmail.com)

Hand delivered paintings should be delivered to Hotel Albuquerque on Monday, June 10, 2024, before 5:00 pm.

Paintings delivered after 5:00 pm on Monday, June 10, 2024, will not be included in the exhibition.

Paintings not sold during the exhibition can be picked up Sunday June 16 between 9 am and 12 pm.

At the close of the exhibition, unsold paintings will be 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.

PLEASE COMPLETE ID LABEL AND INCLUDE INSIDE THE BOX:

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

