

Shipping Instructions

Watercolor West 50th International Juried Exhibition
October 13 to December 16, 2018

Do not ship directly to the City of Brea Gallery. Ship to OC-FAS.

1. Send an email to JoAnn Formia, Watercolor West Exhibition Shipping Chair at aimrof@aol.com to notify her that you will be shipping your painting. Include your name and the title of your painting.

2. Ship to:

Orange County Fine Art Storage (OC-FAS),
For Watercolor West
1315 S. Allec Street,
Anaheim, CA 92805

Phone: (714) 418-4400

Email: bross@oc-fas.com

Website: www.oc-fas.com

Make sure you are shipping the painting that was selected by the Juror (substitutions are not allowed) and that it is framed as per the standards of the City of Brea Art Gallery.

To ship your painting you must have:

- A return address that is not a PO Box
- Prepaid two-way delivery that includes a return-shipping label. The prepaid return shipping is a label with your address on it with a bar code or UPS/FedEx /USPS form with an account number. You will be charged a \$10 Administrative Fee if you do not include it.
- If you are shipping from outside the U.S. you must send a framed painting. On the return shipping however you may request that your painting be taken out of its frame and returned in a tube (see Return Shipping below). If so, you do not need to have a prepaid return-shipping label.

A check for \$55 in United States currency payable to OC-FAS and a completed *Artist's Information for Shipping Agent OC-FAS* label enclosed in an envelope and attached to the back wire of your painting. To download and print the form click www.watercolorwest.org, click *For Prospectus and Exhibition Information*, click *Artist's Information for Shipping Agent OC-FAS*.

- The *50^h WW Exhibition Artist's Label* taped to the top right side of the back of the painting. The completed and signed *City of Brea Gallery Loan Agreement* and your *Artist Bio* in a manila envelope taped to the top left side of the back of the painting.

Packing and Crating

- It is essential that you protect your painting and pack it securely. It will undergo substantial stress even if marked “Fragile”. Do not reuse containers that are battered and beyond their useful life. Paintings that arrive in poor condition will not be displayed in the exhibition and will be eliminated.
- To secure your painting in the shipping container, use **bubble wrap or foam rubber**. Do not use loose fill such as Styrofoam peanuts or shredded paper. A \$10 Packing Fee will be charged if you use loose fill.
- Select a container that will be large enough to accommodate the wrapping but not so large as to allow the painting to move around in the container. If you can feel it move, it is definitely not sufficiently secure.
- We recommend the “Airfloat Systems Strongbox” that is designed specifically for shipping artwork. It is reusable and accommodates different sizes of frames. For information go to their website at www.airfloatsys.com. You will receive a 20% discount as an artist exhibiting in the 2018 Watercolor West International Juried Exhibition by using the discount code **WCW**.

All boxes will be shipped back even if your painting sold.

Costs

- OC-FAS charges \$55 for accepting delivery of your painting, unpacking it, transporting your painting to the City of Brea Gallery, then picking up your painting at the close of the exhibition. They will repack your painting in its original container and ship it back to you.
- All fees must be paid in U.S. currency. Artists shipping from outside the United States who encounter difficulties with this requirement may contact OC-FAS bross@oc-fas.com via email to inquire about payment alternatives.
- Their task becomes more demanding if you do not follow their specific directions, so you might incur additional charges.
 - A **\$10 Administrative Fee** will be added to the actual cost of return shipping if you do not include a return-shipping label.
 - A **\$10 Packing Fee** will be charged if you use **loose packing material** such as Styrofoam peanuts or shredded paper rather than bubble wrap or foam rubber.
 - **\$45 Repair Fee:** If your painting arrives damaged you will be notified by OC-FAS. They offer repair services for a fee of \$45 plus materials.
- Your painting cannot be shipped back to you until all applicable fees are paid by credit card or other means. No Cash on Delivery (COD) will be accepted.

Shipping Date

- Your painting must arrive at the OC-FAS facility by August 20th, 2018 so you have to calculate how much time is required to ship it from your location using one of the allowable shippers: United Postal Services (UPS), FedEx Ground or FedEx Air, US Mail (USPS). Please do not use any other shippers.
- You have a grace period of 4 days but your container must arrive in good condition at OC-FAS no later than August 24th to be included in the Exhibition.
- As you have a narrow delivery window, we recommend you ship early in case of unexpected problems.
- Please make a note of the tracking number of your shipment so that it can be traced if needed.

Return Shipping

- At the conclusion of the Exhibition on December 16th, 2018, OC-FAS will collect your painting from the Gallery, repack it in its original container, and if you included a prepaid return-shipping label, ship it back to you.
- If you did not include a prepaid return-shipping label, the process is more complicated. At the conclusion of the Exhibition you will have to initiate the process for return shipping by contacting OC-FAS directly and paying the return shipping cost as well as the \$10 Administrative Fee by credit card or via a charge to your account. Similarly if you used loose packing material you must pay the \$10 Packing Fee before your painting can be shipped.
- NEW for International Artists: OC-FAS is prepared to receive framed pieces from artists outside of the U.S. and, if requested by the artist, return them without the frame in an appropriately sized tube. There is a **\$20 Tube Return Fee** for this service in addition to return shipping costs billed by OC-FAS.
- All artwork left after 30 days from the close of the Exhibition will incur a **\$95 Monthly Storage Fee**.
- Please allow at least **3 weeks** after the close of the Exhibition for returned paintings to arrive.
- If your painting sold, you will be contacted by the City of Brea Art Gallery and your empty container will be shipped back to you.

Your painting will be covered by insurance only after it has been checked in at the City of Brea Art Gallery, unless damage is due to faulty framing. Insurance while the painting is in transit is your responsibility and is highly recommended.

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Artist's Information for Shipping Agent
Orange County Fine Arts Storage (OC-FAS)

Please complete the information below and enclose it in an envelope with your \$55 check made out to OC-FAS and attach it to the wire at the back of of your painting.

Name _____

Street Address (no PO Box) _____

City, State, Zip _____

Phone _____ Email _____

Title of Painting: _____

Frame dimensions in inches: H _____ W: _____

Shipped Via: UPS FedExAir FedEx Ground USPS

Return Shipping Charges: FedEx Account Number _____

UPS Account Number _____

USPS Account Number _____

Prepaid Shipping Label Enclosed with Painting