



## Shipping Instructions for Juried Artists 2019 AIS National Juried Exhibition

Please be sure to read these instructions carefully and mark the dates on your calendar. There is a lot of important information here. ***It is imperative that these instructions are followed completely and to the letter.***

### **Shipping and Delivery:**

**September 12 -14:** Work MUST ARRIVE (shipped or hand delivered) at The Salmagundi Club, 47 Fifth Avenue, New York, NY 10003 · 212-255-7740. The Salmagundi Club has graciously agreed to accept work directly, which avoids the usual \$100 additional charge per artist for the use of a shipping agent providing that we adhere to these dates. ***YOU MUST MAKE SURE YOUR WORK ARRIVES DURING THESE DATES (SEPT 12, 13 OR 14) ONLY TO AVOID ADDITIONAL FEES. NO EARLY SHIPPING WILL BE ALLOWED SO PLEASE PLAN ACCORDINGLY.*** Artists must provide a prepaid return shipping label. Masterpak or Airfloat boxes (or equivalent such as U-Line) will be required for shipping due to the extremely short time we will have to pack and ship all unsold paintings. Your paintings will be returned in the same box you send them in. Please view this video for more information on why this is so important:

<https://www.youtube.com/watch?v=X728cTn4jos&feature=youtu.be> An additional charge of \$30 will be assessed for artists not using these boxes. ABSOLUTELY NO PACKING PEANUTS! If you use a shipping service make sure they do not use packing peanuts.

***Crate fee will be waived for artists using MasterPak or AirFloat shipping boxes. MasterPak is offering a 20% discount with code AIS2019 through their website. <https://masterpak-usa.com/>. Airfloat is also offering a 20% discount with code AIS through their website, <https://airfloatsystems.com/>. Both discounts are for exhibiting artists only. Artwork will not be hung until crate fee (if not using Airfloat/MasterPak box) and return shipping label are received.***

**September 14:** Last day for work to arrive at the Salmagundi Club.

**Include in a separate envelope in your box with your paintings (NOTE: paintings arriving without all required items below WILL NOT BE HUNG until all required items are received):**

- A check made payable to AIS for \$30 for crating/storage ***if you do not use*** Airfloat or Masterpak boxes or equivalent (such as U-Line). FedEx boxes with plastic sleeves are NOT considered equivalent.
- A **prepaid return shipping label** DO NOT send cash or postage stamps. Do not use the US Postal Service for this exhibition.
- The Gallery Information Sheet (see below in this letter).

Painting Identification Label (Below the Gallery Information Sheet. **Attach this to the back of your painting**)

**MasterPak and Airfloat Systems containers are recommended to avoid a \$30 packing charge. Package your paintings well. We will reuse your original packing for the return. Keep it simple and neat.** We have a short window of time for repacking unsold work. We must be able to quickly put your packing material back the way it came, so please keep it simple for the volunteers to figure out. Make sure your boxes are sturdy and can be reused. **ABSOLUTELY NO PEANUTS! Be sure if you use a packing/shipping service that you tell them not to use peanuts to avoid disqualification from the show. Any painting arriving with packing peanuts will be returned to the artist and will not be hung.**

Please print your name and address prominently on the outside (preferably in the upper left corner) and inside of each box. A photo of the painting to be repacked in this box attached to the inside of the box is helpful for volunteer packers. Mark the outside of your box with "TOP" or "OPEN HERE".

The paintings delivered must be identical to the juried images. No substitutions will be accepted. Prices may not be changed after entry.

**As stated in the prospectus, frames for paintings must be no wider than 4 inches.**

Be sure to attach the IDENTIFICATION TAG FOR ACCEPTED WORK (below) to the back of your painting.

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**AMERICAN IMPRESSIONIST SOCIETY**  
**20<sup>TH</sup> ANNUAL NATIONAL JURIED EXHIBITION**  
(attach to back of painting)

Artist Name \_\_\_\_\_

Check one: Signature Member \_\_\_\_\_ Associate Member \_\_\_\_\_

Painting Title \_\_\_\_\_

Medium \_\_\_\_\_ Price \_\_\_\_\_

Unframed Size \_\_\_\_\_

Framed Size (max. width/height with frame is 38") \_\_\_\_\_

Check one:

\_\_\_\_\_ If this painting sells, please use the enclosed return shipping label to return my shipping box to me at my expense.

\_\_\_\_\_ If my painting sells, please use my box to ship the painting to the buyer. Shipping cost is buyer's responsibility.

\_\_\_\_\_ I am hand delivering my painting and will pick up if unsold.

## GALLERY INFORMATION SHEET

(include this form with crate fee if any and return shipping label in a separate envelope inside your shipping box.  
*Artwork will not be hung until all required paperwork is received*)

### AMERICAN IMPRESSIONIST SOCIETY 20<sup>TH</sup> ANNUAL NATIONAL JURIED EXHIBITION

Artist Name \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Check one: Signature Member (list AIS after name on label) \_\_\_\_\_ Associate Member \_\_\_\_\_

Painting Title \_\_\_\_\_

Medium \_\_\_\_\_ Price \_\_\_\_\_

Unframed Size \_\_\_\_\_ Framed Size \_\_\_\_\_

Check one:

\_\_\_\_\_ If painting sells, use enclosed return shipping label to return shipping box to artist at artist's expense.

\_\_\_\_\_ If painting sells, use shipping box to ship the painting to buyer. Shipping cost is buyer's responsibility.

\_\_\_\_\_ I am hand delivering my work and will pick up if unsold

Any information/details about the painting that a collector would like to know? (attach separate sheet if necessary)

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For AIS Use:

\_\_\_\_ Return Shipping Label received      \_\_\_\_ Hand delivered/Picking up (no shipping label needed)

\_\_\_\_ Crate fee received      \_\_\_\_ Crate fee waived (Airfloat or Masterpak boxes used)

Notes:

## Important dates for artists:

- Sept. 12-14:** Artwork MUST ARRIVE at Salmagundi Club on these dates to avoid additional charges. NO EARLY SHIPPING will be allowed – please plan accordingly.
- Sept. 14:** Last day for accepted works to arrive at Salmagundi Club
- Sept. 19-Oct 2:** Show Dates
- Sept. 19:** Morning: **Blick/Utrecht Paint Factory Tour**  
**Sept. 19:** **AIS Opening Reception & Awards Presentation**, 6 to 9pm at the Salmagundi Club
- Sept. 20:** Educational Events - check AIS website for times and complete information when schedule is finalized.  
**-Lecture by Peter Trippi, Fine Art Connoisseur**  
**-Panel Discussion-moderated by Vanessa Rothe, AIS Education Director**  
**-Dual Demo: Realism vs Impressionism with Derek Penix, Michelle Dunaway**  
**5-6pm - Happy Hour Cocktail Reception** sponsored by American Art Collector  
**6-8pm – Demo by AIS Master and Judge of Awards Kevin Macpherson**
- Sept. 21:** **Southwest Art Saturday: All Member Paintout** sponsored by Southwest Art Magazine (AIS Members only). Central Park.  
**Closing Party** sponsored by Southwest Art Magazine – time/place TBA
- Oct. 2:** Last day of exhibition
- Oct. 3-4:** Unsold work shipped back to artists. Hand delivered works must be picked up on October 3rd.
- By Nov. 1:** Artists receive payment for sold works

**Check the AIS website for information and updates on the schedule of events and to register for each event.**

Again, congratulations on your acceptance into this prestigious milestone national exhibition. We look forward to seeing you in the Big Apple this fall to celebrate you being a part of our 20<sup>th</sup> annual national exhibition!

## QUESTIONS?

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