

# Shipping of Artwork



## CONGRATULATIONS!

This important information is for artists selected by our juror, Jerry N. Smith, for the 31st Annual CPSA International Exhibition this summer at The Summit Hotel in Cincinnati, Ohio.

If you are **unable** to ship your work for any reason, please contact me immediately at [exhibitions@cpsa.org](mailto:exhibitions@cpsa.org).

**NOTE:** Remember that by submitting an entry, you made a **commitment** to ship your artwork, if selected, to the CPSA International Exhibition. Each work not sent has deprived another artist of an opportunity to have his or her work appear in the exhibition. Artists who withdraw from the exhibition after being selected will be barred from entering CPSA exhibitions for a period of two years.

### Important reminders

- You must pay the **\$88.00 cartage fee** on the [CPSA website](https://www.cpsa.org) by **May 31, 2023**.
- Your artwork **must** arrive at the cartage company **between June 19 and 28, 2023**.
- After arrival, each work is screened to verify that it meets framing specifications and is of the same quality as the submitted image. Artwork failing to meet specifications will be returned at your expense without appearing in the exhibition.
- Your artwork must be on display during the exhibition to count toward signature status or merit awards.

Please read these shipping instructions on the following pages **THOROUGHLY and CAREFULLY**. If you have any questions, you may contact me at [exhibitions@cpsa.org](mailto:exhibitions@cpsa.org).

### Dates:

June 19–28	Arrival of artwork at Craters & Freighters-Columbus, OH
July 2–30	Exhibition at The Summit Hotel Gallery
July 26–29	Convention at The Summit Hotel, Cincinnati, OH
July 28	Awards banquet at hotel
August 2	Artwork return shipping begins

### The convention

Again, congratulations! We hope you'll attend the convention from **July 26-29** at The Summit Hotel where you can see your artwork in the gallery and participate in the fun and exciting convention events. [Learn more about](#) the convention

Best regards,

A handwritten signature in cursive script that reads "Anda".

Anda Chance, CPSA, CPX  
Exhibitions Director  
Colored Pencil Society of America  
407-460-1469 / [exhibitions@cpsa.org](mailto:exhibitions@cpsa.org)

## Cartage Fee

Cartage companies receive shipments, unpack and store containers, transport artwork to the gallery, pick up artwork after the exhibition, repack artwork, and ship them back to the artists. CPSA has made every effort to keep this cost as low as possible.

Each artist **must** pay a \$88.00 cartage fee for those services **even** if delivering the artwork to Craters & Freighters in person. Please pay the fee directly to CPSA at [our website](#) before **May 31, 2023**. **Do not ship to the hotel or gallery.** Ship to:

Jessica Ramsey  
Craters & Freighters  
6575 Huntley Rd, Unit C/Dock 15  
Columbus OH 43229  
877-691-8344 / [Cincinnati@cratersandfreighters.com](mailto:Cincinnati@cratersandfreighters.com)  
[www.cratersandfreighters.com](http://www.cratersandfreighters.com)

All artwork **must** be received by Craters & Freighters **between June 19 and 28, 2023**.

## How to Package for Shipping

- Use a **durable** and **reusable** shipping box such as a Strongbox by Airfloat (<https://airfloatsystems.com/strongbox>).
- Save money by avoiding needlessly oversized boxes.
- Use good quality **reusable** packing materials (**NO** shredded, loose materials or shrink wrap) and **don't tape over the padding** (if the cartage company has to cut through tape, they will not replace the padding).
- Use a sharpie to write your name on **all** packing materials.
- Freight carriers require shipped art to be surrounded (all sides and edges) with at least 1" of cushioning and enclosed within a rigid cardboard (preferred) or wood box. The box should be capable of withstanding crushable weight. **NOTE:** *Some shipping companies may charge extra for wooden boxes and may not deliver extremely worn or poorly sealed boxes. Worn packages with high-insured value may be opened and inspected in transit and may not always be repacked correctly.*
- Affix shipping label with address of cartage company on the outside of the box.

**IMPORTANT:** BEFORE taping up your box, be sure the required items are in an envelope attached to the back of your art as instructed.

**WARNING:** Should artwork arrive in a condition where it cannot be hung and time permits, the artist may arrange for necessary repairs and must pay for any costs involved. Artwork that fails to meet CPSA framing requirements will be returned immediately at the artist's expense.

## Return Shipping

You must enclose a return shipping label obtained from your shipping company (USPS, UPS, FedEx, DHL) with your artwork. Artwork will be repackaged and shipped back to the artists within 7 to 14 days after August 2, 2023, by Craters & Freighters (allow more time for shipping to other countries). It is your responsibility to retain your carrier's shipping tracking number.

## Labels for Artwork and Package

**Prepare TWO identification labels:** Place one on the outside of your box in the lower left corner and the other in the upper right corner on the back of the artwork. Please use large type and print clearly. Include the following information: **art title, your name, return address, CPSA International Exhibition.**

Example: “My Selected Work”  
Joan Doe  
111 Main Street  
Anytown, XX 00000  
CPSA International Exhibition

## Items to Enclose with Your Artwork

1. Attach one identification label on the back of your artwork in the upper right corner.
2. Place your shipper’s (USPS, UPS, FedEx, DSL) return shipping label addressed to YOU in a business-size envelope and attach to the back of your artwork.
3. **Important:** Include customs or other documents required when shipping to/from outside the U.S.

## Self Delivery of Art

Although you may hand-deliver artwork (**boxed as if being shipped**) to Craters & Freighters, payment of the \$88 cartage fee still applies and must be paid at the CPSA website by **May 31, 2023** (see above). Drop off must occur **between June 19 and 28, 2023** after **calling ahead** to set up a day and time with Jessica at C&F (see above). Be sure to affix a label saying “**HOLD FOR DOCK PICKUP**” on the outside of your box as well as the art identification labels described previously. To arrange for pickup, contact [exhibitions@cpsa.org](mailto:exhibitions@cpsa.org) after **August 2, 2023**. Delivery and pickup at the gallery are **not** permitted.

## Shipping to/from Outside the U.S.

Unfortunately CPSA is unable to provide details about shipping artwork to and from countries outside the United States. Since the required customs forms and documents vary depending on the country, please check with your shipper or look online for information. Duty free entry may be available by providing an Original Works of Art Statement (U.S. Form 19 CFR 10.48). Be sure to include the necessary documents with your packaged artwork.

- Place the return shipping label (above) and customs documents **INSIDE** your package.
- Attach shipping documents and customs short form or label to the **OUTSIDE** of your package. Use transparent tape (or a plastic envelope) so that the form can be clearly read. Don’t forget to keep your sender’s copy for future reference.

**NOTE:** Although Craters & Freighters will call for the pickup of your package, they **do not** handle customs brokering or arrangements for return shipping. Brokerage fees may be charged by customs for work valued at more than \$200. In addition, shipments may be opened by Homeland Security and/or customs and may not always be repacked properly.