

# Shipping of Artwork



## CONGRATULATIONS!

This important information is for artists selected by our juror, Julie Perlin Lee, for the 32nd Annual CPSA International Exhibition this summer at the Brea Gallery in Brea, California.

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

**NOTE:** 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](http://cpsa.org) by **May 31, 2024**.
- Your artwork **must** arrive at the cartage company **between June 19 and 28, 2024**.
- 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 entire 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, feel free to contact me at [exhibitions@cpsa.org](mailto:exhibitions@cpsa.org).

### Dates:

June 19–28	Arrival of artwork at Art Couriers Los Angeles
July 20–September 15	Exhibition at Brea Gallery
July 31–August 3	Convention at The Embassy Suites Brea, California
August 2	Awards banquet at hotel
After September 16	Return shipping of artwork begins

Again, congratulations! We hope you'll attend the convention from **July 31-August 3** at Embassy Suites Brea 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 Art Couriers Los Angeles in person. Please pay the fee directly to CPSA at [our website](#) before **May 31, 2024**. **Do not ship to the hotel or gallery**. Ship to:

Jan Rjahhovski  
Art Couriers Los Angeles  
6725 San Fernando Rd  
Glendale CA 91201  
323-207-8507 / [info@artcouriers.us](mailto:info@artcouriers.us)  
<https://artcouriers.us/contact-los-angeles/>

All artwork **must** be received by Art Couriers Los Angeles **between June 19 and 28, 2024**. Please contact me directly at [exhibitions@cpsa.org](mailto:exhibitions@cpsa.org) with any questions or concerns. **Do not call** the cartage company! Their phone number is provided in case it is required by your shipping company.

## How to Package for Shipping

- Use a **durable, reusable, rigid** cardboard (preferred) or wood shipping box which will resist crushing such as a Strongbox by Airfloat: <https://airfloatsystems.com/strongbox>. To save money, avoid oversized boxes.  
**NOTE:** Shipping companies may charge extra for wooden boxes and may not deliver extremely worn or poorly sealed boxes. Highly-insured packages may be opened for inspection and not repacked properly.
- Cushion artwork with 1" or more of padding on all sides/edges. Use good quality **reusable** materials (**NO** shredded, loose materials or shrink wrap) and **do not tape over padding**. (Should the cartage company have to cut through tape, they will not replace the padding).
- Use a sharpie to **write your name** on all packing materials.
- Affix a shipping label addressed to the cartage company on the outside of the box.

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

**Damaged Artwork:** Should artwork arrive in a damaged condition 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 artists within 7 to 14 days after September 16, 2024, (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 docents 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 Art Couriers Los Angeles, payment of the \$88 cartage fee still applies and must be paid at the CPSA website by **May 31, 2024** (see above). Drop off must occur **between June 19 and 28, 2024** after **calling me** ([exhibitions@cpsa.org](mailto:exhibitions@cpsa.org)) to set up a day and time. 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 me ([exhibitions@cpsa.org](mailto:exhibitions@cpsa.org)) after **September 16, 2024**. Delivery and pickup at the gallery are **not** permitted.

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

CPSA is unable to provide information about shipping artwork to and from countries outside the United States. Please check with your shipper or look online for instructions. 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. Remember to keep your sender’s copy for future reference.

**NOTE:** Although Art Couriers Los Angeles will call for 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.