

# Shipping of Artwork

## CONGRATULATIONS!



April 23, 2025

This important information is for artists selected by our juror, Dr. John Rassmussen, for the 33rd Annual CPSA International Exhibition this summer at the Mansion at Strathmore, Bethesda, MD.

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

By submitting an entry to the CPSA International Exhibition, you made a commitment to ship your artwork. Each work not sent deprives another artist of the opportunity to have work juried into 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 **\$90 cartage fee** on the [CPSA website](http://cpsa.org) by **May 25, 2025**.
- Your artwork must arrive at the cartage company between the dates of **May 26 – June 2, 2025**.
- After arrival, each work is screened to verify that it meets framing specifications and is the same artwork 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. If you have any questions, feel free to contact me at [exhibitions@cpsa.org](mailto:exhibitions@cpsa.org).

Again, congratulations! We hope you'll attend the convention from **July 30 – August 2, 2025** at Bethesda Marriott Hotel where you can 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 it back to the artists. CPSA has made every effort to keep this cost as low as possible.

Each artist must pay a **\$90 cartage fee** for those services even if delivering the artwork (to the cartage company) in person. Please pay the fee directly to CPSA at [our website](#) **before May 25, 2025**. Do **not** ship to the hotel or gallery. Ship to:

OMX  
Office Movers Express  
Sam Cabrera, Senior Accounts Manager  
11460 Edmonston Rd  
Beltsville, MD 20705  
240-529-2439

All artwork **must** be received by OMX (Office Movers Express) between May **26 – June 2, 2025**. 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 to be used 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. 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.

NOTE: Airfloat offers a **discount to CPSA members**. To obtain the code, log into the [CPSA members portal](#) and choose Airfloat Discount on the For Members menu.

- Cushion artwork with 1" or more of padding on all sides/edges. Use good quality reusable materials (No shredded or loose materials, Styrofoam peanuts 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 the shipping label addressed to the cartage company on the outside of the box.

**Damaged Artwork:** Should artwork arrive damaged 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

Artwork will be repackaged and shipped back to artists one to two weeks after the exhibition ends, but this varies depending on the cartage company and other factors that affect shipping (allow more time for shipping to other countries). It is your responsibility to retain your carrier's shipping tracking number.

Many shipping labels now “expire” 30 days from issue. To ensure that your return shipping label is current and accepted by your carrier, the label should be created **after July 14** and sent to me at [exhibitions@cpsa.org](mailto:exhibitions@cpsa.org) as an email attachment or by USPS **before August 2, 2025**. To avoid storage fees for your artwork, I must receive your return shipping label before the exhibition ends on August 2, 2025.

Anda Chance, CPSA, CPX  
12557 158<sup>th</sup> Terrace  
McAlpin, FL 32062

## 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 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

Be sure to **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 OMX, payment of \$90 cartage fee still applies and must be paid at the CPSA website by **May 25, 2025** (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 drop off and pickup dates and times, contact me at [exhibitions@cpsa.org](mailto:exhibitions@cpsa.org). 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.

- 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.
- Although the cartage company 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.