

# Upstate Artists Guild

## Angels & Demons 2007 Gallery Show

### Shipping FAQ

<p>What information must be included with my artwork?</p>	<p>You must include a shipping form with your shipment to us. This provides all instructions for sending your artwork and explains how it will be returned to you.</p> <p>This form usually is provided to you once your submission has been accepted by the Upstate Artists Guild.</p>										
<p>How many pieces may be shipped together?</p>	<p>Each exhibitor may submit up to 3 pieces in a single box or crate per \$25 fee.</p> <p>For each additional piece per box, per exhibitor, add \$15.</p> <p>For each additional box shipped to us, add \$25 (same per-box limits as above apply).</p> <p>Check should be made out to Mail Boxes Etc and placed in an envelope outside your package.</p>										
<p>What additional costs may be incurred?</p>	<p>After the exhibition, you will be charged return shipping costs based on local rates at that time.</p> <p>At that time, if your original packing materials are damaged or do not meet current packing standards for shipping and/or insuring of fragile items at your stated value, we will repack your artwork with our materials for an additional fee.</p> <p>Following are some fees that may be incurred:</p> <table border="1" data-bbox="526 978 1395 1619"> <tr> <td data-bbox="526 978 808 1094"> <p>Newspaper, burst bubble wrap and/or damaged air bags replaced with peanuts</p> </td> <td data-bbox="808 978 1395 1094"> <p>These items do not provide sufficient protection to artwork in transit.</p> <p>Materials fee of \$5 per cubic foot of material required</p> </td> </tr> <tr> <td data-bbox="526 1094 808 1247"> <p>Packaging lacks minimum of 2" foam protection (not just bubble) between artwork and outer box</p> </td> <td data-bbox="808 1094 1395 1247"> <p>New boxing or resizing of original box(es). Minimum service fee of \$10 plus retail cost of materials.</p> </td> </tr> <tr> <td data-bbox="526 1247 808 1314"> <p>Insufficient fill used in original shipment</p> </td> <td data-bbox="808 1247 1395 1314"> <p>Additional fill will be added at a cost of \$5 per cubic foot of material required.</p> </td> </tr> <tr> <td data-bbox="526 1314 808 1436"> <p>Original bubble torn, burst or otherwise not usable for return shipment</p> </td> <td data-bbox="808 1314 1395 1436"> <p>Materials fee of \$5 for each 5 foot length of 24" wide bubble required.</p> </td> </tr> <tr> <td data-bbox="526 1436 808 1619"> <p>Outer box damaged on initial shipment or badly worn due to past usage.</p> </td> <td data-bbox="808 1436 1395 1619"> <p>All attempts will be made to reinforce outer box. If box is deemed not safe for return shipment, new boxing will be required. (Items without corrugated protection are not insurable.) Unboxed items Minimum service fee of \$10 plus retail cost of materials will be charged.</p> </td> </tr> </table>	<p>Newspaper, burst bubble wrap and/or damaged air bags replaced with peanuts</p>	<p>These items do not provide sufficient protection to artwork in transit.</p> <p>Materials fee of \$5 per cubic foot of material required</p>	<p>Packaging lacks minimum of 2" foam protection (not just bubble) between artwork and outer box</p>	<p>New boxing or resizing of original box(es). Minimum service fee of \$10 plus retail cost of materials.</p>	<p>Insufficient fill used in original shipment</p>	<p>Additional fill will be added at a cost of \$5 per cubic foot of material required.</p>	<p>Original bubble torn, burst or otherwise not usable for return shipment</p>	<p>Materials fee of \$5 for each 5 foot length of 24" wide bubble required.</p>	<p>Outer box damaged on initial shipment or badly worn due to past usage.</p>	<p>All attempts will be made to reinforce outer box. If box is deemed not safe for return shipment, new boxing will be required. (Items without corrugated protection are not insurable.) Unboxed items Minimum service fee of \$10 plus retail cost of materials will be charged.</p>
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<p>How will my artwork be returned to me?</p>	<p>Return shipping will be via Federal Express or UPS ground service.</p> <p>Items exceeding ground shipping size limits will be shipped via Federal Express Express Saver service (3 day service) or by motor freight.</p> <p>We recommend that items insured for over \$2000 be shipped via Federal Express overnight service. Please specify if you wish to have your artwork returned in this manner. Items insured for \$2000 or more will be returned via an air express service (not ground or postal service).</p>										

How do I pay for your services?	Payment is made by credit card. The shipping form that is included with your shipment to us includes an authorization for us to charge: - Standard service fee - return shipping fees - any additional repacking fees.
Can return shipping charges be billed to my shipper's account number?/May I include a prepaid air bill?	No. We do not ship using second or third party account numbers or prepaid shipping airbills/labels.
Will my artwork be insured during return shipping?	<p>Yes. We provide Declared Value coverage for your artwork at the value you indicate on the shipping form. If a value is not specified on the form, your shipment will have a "declared value" of \$100. If sending more than one box, please indicate a "declared value" for each box. In the event of a damage or loss claim, you will need to provide us with documentation to substantiate this value.</p> <p>All artwork valued at \$500 or more will be shipped to back with a signature required. Artwork not in a corrugated box is not insurable. All artwork valued at \$2000 or more will be shipped back using an express air service (normally Federal Express "Express").</p> <p>Mail Boxes Etc. utilizes a third party to cover you for loss or damage of your artwork while in transit. This allows us to utilize regular carriers (such as Federal Express and UPS) which have limited liability when shipping artwork, glass, one of a kind items, collectibles and other items.</p> <p>When declaring a value for returned artwork, keep in mind that any claim for damage or loss will require documentation to substantiate the value of your claim. (This is standard practice in the industry.) As an artist, you may not be able to claim for the retail value of your artwork. In many instances, you are only able to claim for the costs involved in creating or repairing your artwork.</p>
When must I have my artwork delivered to you?	The deadline for delivery is stated on the shipping form. Artwork that arrives at our location after this date may not be delivered to the Art Center.
When can I expect my artwork to be returned?	We pick up your artwork from the SSAC and repack it for return within one week following the exhibition's completion. As such, depending on your return address, you can expect to receive your artwork within two weeks following the exhibition's completion.
Where can I go to ship and/or have my artwork packed for shipment?	<p>You can find a local Mail Boxes Etc. by visiting the global store locator at <a href="http://www.mbe.com">www.mbe.com</a></p> <p>They can pack and ship your art work or provide you with top quality packing materials.</p>
Can I pay by check?	No. Payment may be made only by credit card. You must complete the credit card authorization section of the shipping form.
Will you ship to a P.O. Box?	No. You must provide us with a street address (business or residential). We return artwork only using a reliable, trackable shipping service.