



MAIL BOXES ETC.®

Angels & Demons – at the Upstate Artists Guild Gallery

Mail Boxes Etc. is pleased to serve as receiving agent for Angels & Demons, April 6th through April 27th, 2007. All items not hand delivered to the UAG Gallery must be received by Mail Boxes Etc. on or before April 1st, 2006. For a per exhibitor fee of \$25 per box or crate (up to 3 pieces; each additional piece \$15.00), we will receive and store your artwork, deliver it to the Art Gallery for exhibition, and pack it up using your original materials for return to you. (Please enclose your \$25 check in envelope on the outside of your package - *Make checks payable to Mail boxes Etc.) **Return shipping fees are an additional cost.** Please complete the credit card authorization section below so that appropriate charges, as described here, can be billed back to you.

Please note the following:

1. Holding, Delivery and Re-packing Fee will be charged to your credit card upon receipt of your artwork. All attempts will be made to reuse original packing materials for shipment back to you. When original packing materials are not usable, or when original packing materials do not meet shipping standards, a re-packing charge also will be applied to your credit card (refer to mbe web site for details). You assume liability for any damage due to your use of insufficient or inferior packing materials.
2. Unless otherwise requested, items will be shipped back to you via FedEx or UPS Ground service. Items too large for these services will be shipped via land freight or FedEx Express Saver. This cost also will be charged to your credit card.

Shipping Information for return shipment of art work (please print neatly)	
Name: _____	# boxes/pieces submitted to show: _____
Address: _____	
City: _____	E-mail: _____
State/Province: _____	Zip: _____
Telephone: _____	Value for return insurance: _____ (\$0 return insce if left blank)

1. This entire page must be included when shipping your artwork. Please complete both boxes and enclose in an envelope taped to the outside of your package. Items without this form on the outside packaging will not be accepted. Ship artwork to "Upstate Artists Guild" c/o Mail Boxes Etc., 159 Delaware Avenue, #431, Delmar, New York 12054-1312
2. For assistance in packing and/or shipping your artwork, call 800-789-4623 to find your local Mail Boxes Etc. This information is also available on the Internet at www.mbe.com.

PAYMENT INFORMATION	
This section must be completed. Services, including return shipping, will be provided only with appropriate payment information and signature.	
Card Name (circle): American Express Discover Mastercard Visa	
Card Number: _____	Expiry Date: _____
Name as it appears on Card: _____	
Billing Address: _____	
_____	Zip: _____
Authorized Signature: _____	Date: _____
Your signature here authorizes Mail Boxes Etc. to charge the above credit card for services as described above and your acceptance of terms outlined on this page. Be advised that re-packing and shipping charges are based on item weight and size, and shipping distance.	