

## **AIS Mountainsong Galleries**

### **Packing and Shipping Instructions**

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- Please read these instructions carefully. There are many pieces of artwork to be handled in a very short window of time. Mountainsong Galleries is handling the receiving/unpacking and return packing/shipping so we need you to be very careful to avoid complications.
  
- **PACKING SLIP:** Complete the packing slip form included in this file.
  
- **SHIPPING LABELS:** Prepare your shipping labels using your account number for your preferred shipping company. Prepare your return shipping label: prepaid return label(s), barcodes, or call tags using your account number for your preferred shipping company.
  
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- **BIO/STATEMENT:** Prepare your Bio/statement for the gallery (without your contact info). Place in a 9x12 envelope with shipment. Also, please send an electronic copy of your bio to [jonathan@MountainsongGalleries.com](mailto:jonathan@MountainsongGalleries.com) (see below).
  
- **9 x 12 ENVELOPE:** Include the BIO/STATEMENT and PREPAID RETURN LABELS (bar codes, or call tags) in a 9 x 12 envelope with your name clearly printed on the outside.

### **PREPARING YOUR ARTWORK**

**PAINTING IDENTIFICATION – Please label the back of your painting! Each painting should be clearly labeled on the back with the following information:**

Artist's Name  
Painting Title  
Medium  
Size  
Price

**FRAMING** - Framed pieces must have **QUALITY** wood frames (no metal frames) with **picture wire on the back...single points of hanging will not be accepted. We use two hooks on all pieces to maintain stability and make it easier to level.** Unsuitable or damaged framing will disqualify. Repair or replacement of frame is financial responsibility of artist. Gallery will assist.

## **SHIPPING INSTRUCTIONS**

**IMPORTANT!!! Carmel-By-The-Sea has no addresses. How you ship your work determines what you put on your label.**

### **FedEx or UPS**

Mountainsong Galleries  
Ocean Avenue 3 SE of San Carlos (Must be written exactly like this)  
Carmel-By-The-Sea, California 93921  
831-626-0600

### **U. S. Mail (Not Recommended for Artwork)**

Mountainsong Galleries  
P. O. Box 3396  
Carmel-By-The-Sea, California 93921-3396

**Shipped artwork must arrive at the gallery between Monday, October 3 and Friday, October 7.** You must ship your work the week prior if using Ground Service.

**RETURNING UNSOLD WORKS:** The gallery will ship unsold work back, using your shipping materials, and shipping labels (your Fed-ex or UPS account) by November 23. You must include prepaid return label(s), barcodes, or call tags.

**HAND-CARRIED WORK:** If you are local, you may deliver work during gallery hours between Monday, October 3 and Friday, October 7. Please contact the gallery for an appointment to pick-up your unsold work after November 16 and before November 23. No artwork may be removed before November 16.

### **SHIPPING NOTICES, CAUTIONS AND PRECAUTIONS**

- **The Gallery respectfully asks that Styrofoam® NOT be used in any packaging in any form...boards or peanuts.** Styrofoam® breaks into small particles that stick on the carpeting and clothing and creates a mess that the Gallery prefers to not deal with. A good bubble wrap, packing paper and other materials are much less messy and more environmentally friendly and afford superb protection.
- Use sturdy boxes. Some shipping boxes are ready to be retired. Don't send us one weakened by time, tears, collapsed corners. Protect your valuable artwork. If a box has a minor tear and can be re-used, tape over the tear, then initial next to the repair so we'll know it wasn't shipping damage. Consider using AirFloat Systems <http://www.airfloatsys.com/> for safe and reliable crating and shipping, and ask for special 20% off AIS discount. If you sell at the show and you want your empty special packing boxes returned, say so (check the box on the PACKING SLIP).

- Make sure you have adequate insurance on each piece shipped. Artist must pay shipping and insurance both ways. We recommend that you make arrangements to insure your work for its full value. You will be notified immediately if your crate or box arrives damaged. Besides relying on the shipping company's insurance, we recommend insurance such as John Carriero & Son, Inc., (518) 664-9882.
- Keep a copy of your return label with the tracking number; we cannot be responsible for tracking the return shipments. Do NOT forget to include return prepaid label, as it takes volunteers a lot of time to track this info down!
- Artwork having poor quality, metal or damaged frames or mats will not be hung. Pack your work to resist impact damage!

### **ADDITIONAL INSTRUCTIONS**

Mountainsong Galleries requests that the following items be sent electronically to [jonathan@MountainsongGalleries.com](mailto:jonathan@MountainsongGalleries.com). Potential buyers often ask us for these items.

- **ARTIST'S BIO** – Not to exceed ½ page in Microsoft word format.
- **ARTIST'S HEADSHOT/PHOTOGRAPH** – in standard .jpg format.

If you have any questions, please email Jonathan Mountainsong, at [jonathan@MountainsongGalleries.com](mailto:jonathan@MountainsongGalleries.com) or call 831-626-0600.

American Impressionist Society, Inc.  
12<sup>th</sup> Annual National Juried Exhibition

**Packing Slip**  
**(include with your shipment)**

Artist Name \_\_\_\_\_

Phone \_\_\_\_\_

Painting Title \_\_\_\_\_

Please find the enclosed Materials:

\_\_\_\_\_ My prepaid return label(s), barcodes, or call tags for unsold works (or boxes)

\_\_\_\_\_ If this painting sells, please use the enclosed airbill / call tag to return this box at my expense.

\_\_\_\_\_ My Bio/statement without contact info (also remember to email this information along with your headshot to [jonathan@MountainsongGalleries.com](mailto:jonathan@MountainsongGalleries.com).)