

## SHIPPING INSTRUCTIONS

Below is the information you will need to get your work to the exhibit in good order, including label and shipping instructions. Please remember the framing and overall presentation of your work must conform to professional standards. PPSCC reserves the right to decline entries that do not maintain an appropriate standard of quality.

### Delivery of accepted work:

Whether hand delivering or shipping, be sure to affix the label to the back of your work. The label is included on the last page of these instructions.

### If you are hand delivering:

Drop off is on Sunday, June 22<sup>nd</sup>, 10:30 am-12:30 pm Deliver

to:

Cultural Center of Cape Cod  
307 Old Main Street South  
Yarmouth, MA 02664

### If you are shipping:

**You must send notification email to the Co-Chairs at [fpo@ppsc.org](mailto:fpo@ppsc.org)** so we can anticipate and track your shipment. The email subject line should be FPO 2025 Shipping. You should arrange to have your painting arrive at the Cultural Center by Saturday, June 21.

Ship to ensure arrival by Saturday June 21, to this address:

Cultural Center of Cape Cod,  
c/o Molly D  
FPO 2025  
307 Old Main Street  
South Yarmouth, MA 02664

## Getting Your Painting Ready to Ship

Pre-paid return shipping labels must be provided. Return shipping is done by carriers picking up the work at the Cultural Center of Cape Cod. No one will be bringing the work to shippers.

- Indicate inside your shipping box whether you want your packaging returned to you in event the painting sells during show. • Shipped painting must be in an appropriate shipping carton.  
Strongbox by Airfloat Systems ([www.airfloatsys.com](http://www.airfloatsys.com)) is a (recommended) durable, reusable box. You may use the discount code PPSCC to buy the Strongbox when you check out Airfloat Systems ([www.airfloatsys.com](http://www.airfloatsys.com)). It will give you a 20% discount.  
A similar box, called a Deluxe Art Shipper, is available from U-Line ([www.uline.com](http://www.uline.com)).
- To prevent glass breakage, consider using Glas-Skin (available from [www.airfloatsys.com](http://www.airfloatsys.com))

- If you are using an Airfloat Strongbox or Deluxe Art Shipper box, there is no handling fee required.
- \$35 handling fee is required for any other shipping container. Include a check payable to PPSCC for the shipping and handling fee. Please enclose it inside the shipping box with your painting.
- Please **DO NOT USE** styrofoam packing peanuts/popcorn as packing material. These materials make it challenging for volunteers to unpack and repack your work.
- Please make sure your shipping container may be re-used for shipping back to you. Some carriers such as UPS/FedEx use materials (such as shrink wrap) that cannot be saved and reused.

## Important Shipping Information

- We require you to ship with UPS or FEDEX. (They have the ability to pick up at end of show.)
- Don't forget the prepaid return shipping label. Painting cannot be returned without it.
- Consider sending overnight, second, or third day as opposed to ground to minimize the time your painting is in transit.
- Artists are responsible for their return tracking numbers.
- Return artwork shipped out on Monday July 21.
- The artist is responsible for shipping if artwork is sold.

## Show Schedule:

Shipped work due at the Cultural Center on Saturday June 21.

Hand Delivered work due at Cultural Center on Sunday, June 22, 10:30am-12:30pm

Show Opens: Tuesday, June 24, 2025

Opening Reception: Saturday, June 28, 6-8 pm

Show Closes: Saturday, July 19, 2025

Closing Event - Demo by Jeff Fioravanti, Sunday, July 20, 1-3 pm

Pickup Artwork at Closing: Sunday, July 20, 1-3 pm

Note that we cannot guarantee the security of your artwork if it cannot be picked up within this timeframe.

## Sales and Commission:

Sales - All work accepted into FPO must be offered for sale. You provided a price when you submitted the entry for your painting(s). As indicated in the prospectus, the artist will receive a check from PPSCC for 60% of the selling price for any sold work. The remaining 40% is split between PPSCC and the Cultural Center.

## Liability:

Every reasonable precaution is taken in the handling, storage and transportation of all works submitted for the exhibit. Neither PPSCC nor the Cultural Center of Cape Cod as organizations or individuals will be held liable for the loss or damage to paintings, however caused. You may carry independent insurance at your own expense. Your application to this exhibition constituted agreement with these terms.

## Please note:

- If you submitted more than one painting to FPO, it does not mean that your other entry/entries did not score well. The one with the highest score was selected for the show.
- ShowSubmit sends each artist only one letter about the accepted piece. You will not get a letter about other pieces submitted.

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**FOR PASTELS ONLY**  
**on Cape Cod**

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Artist's Name

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Title

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Price

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Email

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Phone



**Pastel Painters Society**  
*of* CAPE COD

Please affix this label above to the back right corner of your painting.

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