



SHIPPING AND PACKING INSTRUCTIONS

1. Artwork must be ready to hang with wire hanging materials strong enough to support the painting. No other hanging materials, including sawtooth hangers will be accepted. Works on paper must be framed under Plexiglas. NO GLASS will be accepted. Framed works must be in solid wood/metal frames, plain profile in black, gold or silver. Mats must be neutral – no colored mats will be accepted. Unframed canvas must be gallery wrapped and/or painted on all four sides. PRAA and ISAP reserve the right to refuse any artwork that does not conform to the above standards or conform to the eligibility standards outlined in the prospectus. Any refused artwork will be returned at the artist's expense.
2. Attach the ISAP IDENTIFICATION LABEL to the UPPER LEFT CORNER on the back of your painting. Be sure the label is clearly and legibly marked and that all information is correct.
3. Clearly mark your shipping box with your name, address, phone number; put the title of the artwork on an outside edge of the shipping box. Use bubble wrap and clear plastic sheeting for moisture and temperature protection. Airfloat (800-445-2580) systems crates are highly recommended. **NO STYROFOAM PEANUTS OR POPCORN!** No wood crates, please. PRAA will store and repack artwork using the original packing materials. If your material cannot be saved, PRAA will use a reasonable substitute and charge you for the replacement. If there are special instructions for packaging, please include them inside the package or crate.
4. The Painting must arrive no earlier than 7/20/15 and no later than 7/24/15. This is a 5-day window. Late entries may not be exhibited. Ship your work to:

Janice Pluma, Exhibition Director
18th Annual ISAP Open Exhibition
435 Navajo Ave.
Paso Robles, CA 93446

INTERNATIONAL ARTISTS, PLEASE NOTE: YOUR \$25 HANDLING FEE MUST BE MADE THROUGH PAYPAL. Contact the ISAP webmaster for instructions. (webmaster@isap-online.com)

For **ALL** artists, please include **UPS or FEDEX PREPAID** shipping paperwork, including return label (plus check for handling fee of \$25 if you are from the USA) made out to **Janice Pluma. NO CODs.** Place the check and the prepaid shipping form in an envelope attached to the picture wire of your entry. (Return label may also be placed in a secure envelope attached to the outside of the carton and clearly marked as such). **RETURN FORM MUST HAVE SHIPPING COMPANY BAR CODE, READY TO SCAN. BAR CODES CANNOT BE ISSUED IN PASO ROBLES. Failure to include bar coded label could result in a long delay of the return of your artwork.** Also include your bio papers if participating in the Gallery Book.

5. Exhibition closes August 23, 2015 at 6 pm. Return shipping begins August 24, 2015

Driving directions if you are attending the awards reception on Saturday, August 1 (5-9PM, awards announced at 5:30PM):

The Showroom gallery is in the rear of the Studios on the Park building (1130 Pine St., Paso Robles, CA).

If traveling to Paso Robles from the north on Highway 101, take the Spring Street exit, travel south to 12th Street, turn left on 12th, then right on Pine. Pine Street is approximately two blocks from Spring St. on the east side of the City Park square. Studios on the Park is in the center of the block across from the Park. Parking is on the streets surrounding the City Park. If you need assistance in finding the gallery, call Janice Pluma, 805-423-8939.

If traveling to Paso Robles from the south on Highway 101, take the Spring Street exit, travel north to 12th Street, turn right on 12th, then right on Pine. Pine Street is approximately two blocks from Spring St. on the east side of the City Park square. Studios on the Park is in the center of the block across from the Park. Parking is on the streets surrounding the City Park.

****ENTER THROUGH THE FRONT ENTRANCE OF STUDIOS ON THE PARK, 1130 PINE STREET FOR THE AWARDS RECEPTION AND FIRST SATURDAY FESTIVITIES. Studios and galleries are open to the public Thursdays through Sundays. Summer Hours: Thurs. & Sun., noon to 6PM • Fri. & Sat. noon to 9PM.**

CHECK LIST FOR SHIPPING: 18th Annual Open International Exhibition, 2015

_____ Identification Label filled in and attached to painting

The following two items must be in an envelope attached to hanging wire of painting:

_____ \$25 Handling fee made out to Janice Pluma
(International artists use PayPal)

_____ Pre-paid return shipping form with bar code and label *(return form and label may also be in an envelope securely attached to the outside of the carton)*

_____ Bio information included separately in your shipping box and marked "For Informational Binder"

_____ Are your dues paid for Signature Membership Status? If paying by check, make it out to ISAP in the amount of \$45.00 and mail to ISAP
c/o Barbara Leites, 168 Oxford Way, Santa Cruz, CA 95060
(International artists use PayPal)

_____ *cut here* _____

IDENTIFICATION LABEL

ISAP 18th Annual Open International Exhibition, 2015

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ EMAIL: _____

TITLE OF WORK: _____

DIMENSIONS OF WORK: Height _____ Width _____

RETAIL PRICE: _____

Attach this form to the UPPER LEFT CORNER on the back of your painting

DROP-OFF INSTRUCTIONS

6. Artists who hand-deliver their work will not be required to pay the \$25 handling fee. Artwork must be ready to hang with wire hanging materials strong enough to support the painting. No other hanging materials, including sawtooth hangers will be accepted. Works on paper must be framed under Plexiglas. NO GLASS will be accepted. Framed works must be in solid wood/metal frames, plain profile in black, gold or silver. Mats must be neutral – no colored mats will be accepted. Unframed canvas must be gallery wrapped and/or painted on all four sides. PRAA and ISAP reserve the right to refuse any artwork that does not conform to the above standards or conform to the eligibility standards outlined in the prospectus. Any refused artwork will be returned at the artist's expense.
7. Attach the ISAP IDENTIFICATION LABEL to the UPPER LEFT CORNER on the back of your painting. Be sure the label is clearly and legibly marked and that all information is correct. Include your bio papers if you choose to participate in the Gallery Book.
8. Walk in delivery will be 7/26/15 from 3pm to 6pm at The Showroom gallery, 1130 Pine Street, Paso Robles, CA. Gallery closes at 6 PM. Late entries may not be exhibited.
9. Exhibition closes August 23, 2015. Hand delivered pick up, Aug. 23, 3pm to 6pm. Gallery closes at 6 PM.

DIRECTIONS TO GALLERY

The Showroom gallery is in the rear of the Studios on the Park building (1130 Pine St.). Entries will be accepted here.

If traveling to Paso Robles from the north on Highway 101, take the Spring Street exit, travel south to 12th Street, turn left on 12th, then right on Pine. Pine Street is approximately two blocks from Spring St. on the east side of the City Park square. Studios on the Park is in the center of the block across from the Park. Parking is on the streets surrounding the City Park. If you need assistance in finding the gallery, call Janice Pluma, 805-423-8939.

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* PLEASE SEE CHECK LIST, NEXT PAGE

CHECK LIST FOR DROP-OFF: 18th Annual Open International Exhibition, 2015

_____ Identification Label filled in and attached to painting

The following items must be in an envelope attached to hanging wire of painting:

_____ Bio information in plastic sleeve marked "For Informational Binder"

_____ Are your dues paid for Signature Membership Status? If paying by check, make it out to ISAP in the amount of \$45.00 and mail to ISAP
c/o Barbara Leites,
168 Oxford Way, Santa Cruz, CA 95060

_____ *cut here* _____

IDENTIFICATION LABEL

ISAP 18th Annual Open International Exhibition, 2015

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ EMAIL: _____

TITLE OF WORK: _____

DIMENSIONS OF WORK: Height _____ Width _____

RETAIL PRICE: _____

Attach this form to the UPPER LEFT CORNER on the back of your painting