



## CONGRATULATIONS!!

Our Juror, Graham Boettcher has chosen your artwork to appear in the 17<sup>th</sup> CPSA International Exhibition. Yours was one of about 125 pieces invited to participate in the show.

All artwork **must** be received **between June 17<sup>th</sup> and June 24<sup>th</sup>, 2009**. If you are unable to ship your work, for any reason, please contact me immediately at [exhibitions@cpsa.org](mailto:exhibitions@cpsa.org).

The juror will select award winners on **July 1<sup>st</sup>** and they will be notified by phone within 3 days. Prior to the awards judging, each work will be screened to verify that it meets the following requirements as stated in the prospectus:

- The piece is 100% colored pencil pigment.
- The artwork has been executed within the last 3 years and not previously hung in any CPSA Exhibition (International or Explore This!)
- Artwork is of the same quality depicted in the entry selected by the juror.
- Artwork is of original design and not copied from copyrighted or published material.
- The artwork is professionally framed in Plexiglas and ready to hang by wire.
- Frame size is no larger than 32 inches x 40 inches and frames are simple and mats are neutral colors.

**Gallery:** Jacqueline C. Hudgens Center for the Arts, Duluth, GA  
**Hotel:** Marriott Atlanta Gwinnett Place, Duluth, GA (770) 923-1775  
Deadline for the CPSA rate: July 6, 2009

## EXHIBITION DATES

<b>June 17- 24<sup>th</sup></b>	<b>Delivery of artwork to the Hudgens Center</b>
<b>July 1<sup>st</sup>, 2009</b>	<b>Awards judging/Notification by phone</b>
<b>July 9 - August 29</b>	<b>Exhibition Dates</b>
<b>July 28-August 1</b>	<b>Convention Week</b>
<b>July 31, 2009</b>	<b>Awards Banquet – Marriott Hotel</b>
<b>August 1, 2009</b>	<b>Artists' Reception – Hudgens Center</b>

Again, congratulations on having your piece selected. If you have any questions, please feel free to contact me.

Sincerely,

*Paula Parks*

**Paula Parks**  
Exhibition Director

## FINAL CHECK LIST

**All art MUST arrive between June 17<sup>th</sup> and 24<sup>th</sup>, 2009!**

**Ship to:** JACQUELINE C. HUDGENS CENTER FOR THE ARTS  
6400 SUGARLOAF PARKWAY, BUILDING 300  
DULUTH, GA 30097

SPECIAL INSTRUCTIONS: ***(Be sure to include the following information)***

Deliver during office hours – 10 am – 5 pm Monday through Friday

Deliver to the front entrance of The Hudgens Center for the Arts – the doorway below the giant robot sculpture.

1.  **Prepare 2 identification labels.** Place one on the back of the artwork in the upper right corner and one on the outside of the box in the lower left corner. Please type or print clearly. Include: CPSA International Exhibition, your name and the title of your picture.
2.  Enclose a #10 standard business envelope (4" x 9") marked with your name and including a return shipping label and the artist shipping form.
  - a) **Return shipping label** (addressed to you; obtained from shipping company)
  - b) **Artist Return Shipping Form** (complete and be sure to provide phone numbers for day and evening in case we need to reach you)
3.  **Pack artwork in a STURDY, REUSABLE shipping box.** Be sure to put your name on the inside of the box and on all packing materials.

**TIP:** Do not tape the box closed until you have enclosed the envelope with your return shipping label!

## PERMISSION AND COPYRIGHT

By submitting an entry, the Artist has granted permission for CPSA to use the accepted image in its news magazine, *To The Point*, on its website at [www.cpsa.org](http://www.cpsa.org), on brochures and promotional materials, on the Read-Only CD/DVD of artwork from the CPSA shows of 2009 and for articles about the show submitted to magazines. Every effort will be made to maintain quality true to the submitted image, recognizing that the print or electronic medium may affect its appearance.

The Artist hereby certifies that he or she holds the copyright for this material and the copyright remains with said Artist. CPSA will display a notice that material must not be “downloaded” or copied, but will not be held responsible if artwork is copied. The Artist also certifies that the work submitted is original and does not infringe on any existing copyright. If artwork includes image of person, artist certifies that a model release has been obtained.

## Artist's Return Shipping Form

Sign, detach and return this completed form with your prepaid shipping label, and return address label in an envelope attached to the painting.

**ARTIST AGREES** that CPSA and the Hudgens Center will not be held responsible nor liable for breakage or any other damage due to handling in transit or for failure of the shipping crate and/or packing provided by the artist to protect the work.

**LIABILITY:** The artist is responsible for insuring his/her own artwork. Every means will be taken to safely deliver, retrieve and return the work as packed. **Note:** Work will be repacked and return shipped as received, employing the same shipping materials and shipping system provided by the artist. *Damaged shipping crates deemed no longer suitable for reuse, will be replaced for a fee and materials, but only with the artist's expressed approval.*

NAME (print) \_\_\_\_\_ SIGNATURE \_\_\_\_\_

ADDRESS **for return shipping** (no PO Box #) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ TELEPHONE (\_\_\_\_) \_\_\_\_\_ EMAIL \_\_\_\_\_

NAME OF EXHIBIT (for delivery): CPSA 17<sup>h</sup> Annual International Exhibition Title of work: \_\_\_\_\_

DESIGNATE PACKAGE CARRIER FOR RETURN: \_\_\_\_\_

√ Check if return is ground \_\_\_ or air \_\_\_

## CPSA SHIPPING INSTRUCTIONS

**HANDLING AGENT:** JACQUELINE C. HUDGENS CENTER FOR THE ARTS

**Contact:** Angela D. Nichols 770.623.6002 xt. 203

anichols@artsgwinnett.org

**DEADLINE:** All work **MUST** be received between **June 17<sup>th</sup> and June 24<sup>th</sup>, 2009**. Artwork will not be accepted after the deadline!

**FRAMING:** CPSA **requires** exhibition style framing (neutral mats and simple frames; no ornately carved frames or colored mats). Works must be ready to hang by wire and with Plexiglas only. Absolutely no “clip-on frames” or glass allowed.

**HANDLING FEE:** The Hudgens Center for the Arts charges **no** handling fee.

**LABELS:** Create 2 Identification labels with your name and the title of your artwork.

Secure one label to the back of the work in the upper right corner and the other label to the lower left front of your shipping box.

**ENCLOSURES:** Include a #10 (9x4 business size) envelope containing the following items and tape it to the back of your artwork.

- a.) Return shipping label
- b.) Artist Return Shipping Form

**CRATING:** We highly recommend that you use shipping crates called "**Strongboxes**" from **Airfloat Systems** (PO Box 229, Tupelo, MS 38802; phone: 1-800-445-2580 or [www.airfloatsys.com](http://www.airfloatsys.com)). Airfloat offers a 20% discount if you tell them the box is for the CPSA Exhibition. These reusable boxes last for several shipments and are well worth the cost.

Mark all packing materials and the inside of the box with your name and address. **WARNING:** If you create your own shipping carton, all materials **must be reusable** for the return shipment. Unsuitable boxes will be returned and the work will not be exhibited. You will be charged for additional packing materials. **Do not use styrofoam “popcorn”.**

**LIABILITY:** Artists are responsible for their own insurance. Contact your insurance agent directly. All precautions will be taken to handle your artwork safely, but CPSA and the Hudgens Center for the Arts cannot be held liable for any damage that might occur.

**SHIPPING:** Artists are responsible for all shipping costs. You may arrange to have your box picked up at your home by calling the FedEx or UPS toll-free number. Have the dimensions and weight of your box (with the painting in it) before you call.

**DO NOT ship by U.S. Postal Service,** as they will NOT pick up items for the return shipping.

**SELF DELIVERY:** Artists who live in the area may hand carry their work to the Hudgens Center during the specified time frame, but **must** call ahead to Angela Nichols at (770) 623-6002 xt. 203 for a delivery appointment time.

**RETURN SHIPPING:** The easiest way to handle prepaid return shipping is to set up an account (online or by phone) with a shipping company. There is no cost and you will be able to charge the return to your account and print the return-shipping label to enclose in your box. If you do **NOT** have an account, check with your shipper for instructions. You will probably have to complete a shipping bill and provide a credit card number. If you are shipping by UPS, be sure to request a Return Shipping Bar Code Sticker.

