



INSTRUCTIONS FOR INVITED ARTISTS

11TH NATIONAL JURIED MEMBERS EXHIBITION

SANTA FE ART COLLECTOR GALLERY

217 Galisteo St.

Santa Fe, New Mexico, 87501

(505) 988-5545

<https://santafeartcollector.com>

Hand-Delivery of Artwork	Monday, Sept 30, 2019; 9:30 AM - 5 PM
Shipped Artwork to Arrive at Santa Fe Art Collector Gallery	Monday, Sept 23 - Saturday, Sept 28, 2019
Opening Reception	Friday, Oct 4, 2019; 5-7:30 PM
Exhibition	Friday, Oct 4 through Sunday, Oct 27, 2019
Pickup of unsold artworks	Monday, Oct 28 - Tuesday, Oct 29, 9:30 AM - 5 PM

EXHIBITION REQUIREMENTS

Please read these exhibition requirements carefully and follow them exactly. Any artist violating these requirements may be disqualified, and any award will be forfeited.

- After the application closing date of August 23, 2019, no changes for submissions will be allowed, including the artist's name, artwork title, size, price, or image.
- Exhibiting artists must bring or include 2 copies of a one-page artist biography with artwork delivery.
- Delivered works must have a professional presentation, be suitably framed, and be ready to hang with D-rings and wire. No saw-tooth hangers will be accepted. Gallery-wrapped canvases with finished edges are appropriate for oil or acrylic paintings and will be accepted for exhibition.
- The image submitted through CaFÉ and approved by the Entry Jurors must exactly match the respective delivered artwork. Any artist delivering a substitute for the original artwork approved by the Jurors will be disqualified from exhibiting **all** his/her paintings in the current national exhibition and the following two national exhibitions.
- Any artist withdrawing one or more paintings after acceptance into the exhibition will be disqualified from exhibiting **all** his/her paintings in the current national exhibition and the following two national exhibitions.

DELIVERY REQUIREMENTS

HAND-DELIVERY OF ARTWORKS

- Fill out an Artwork Inventory Form and attach to the back of each artwork.
- Fill out and bring one copy of the Artwork Inventory Form with your artwork.
- Hand-delivered artworks must be brought to Santa Fe Art Collector Gallery, 217 Gallisteo St., Santa Fe, NM 87501 on Monday, Sept 30; 9:30 AM – 5 PM.

SHIPPING OF ARTWORKS

- Fill out and attach an Artwork Inventory Form to the back of each artwork.
- Print and complete 2 copies of the Artwork Inventory Form.
If you would like your commercial shipping box returned at your expense after the show closes, check "YES" next to "Return my shipping box if my artwork sells" on the Artwork Inventory Form.
- Place the following items in the shipping box with your artwork:
 - Attach 1 copy of the Artwork Inventory Form to the inside flap of your shipping box.
 - In an envelope, insert:
 - * 1 copy of the Artwork Inventory Form
 - * Prepaid return shipping label for UPS or FedEx ONLY for return of unsold artwork
Artwork shipped without a prepaid return label will not be displayed until a return label is provided. Failure to provide a prepaid return label will result in a \$25 handling fee in addition to the bill for return shipping. DO NOT include a check to pay for the return of your work. COD for return shipping will not be allowed.
 - * PAPNM will charge \$10 per box for un-crating and storage of *non-commercial* shipping boxes. **Include a check payable to PAPNM for the total amount.**
 - * 2 copies of your one-page artist biography
- Write your name (big with a marker), on one of the outside long edges of the shipping box or crate.
- **Artworks must be shipped by UPS or FedEx ONLY** and arrive at **Santa Fe Art Collector Gallery** between **September 23 through September 28, 2019**.
- Shipped paintings must be sent to:

**Santa Fe Art Collector Gallery
ATTN: PAPNM National Exhibition,
217 Galisteo St., Santa Fe, NM 87501**
- The cost of shipping and insurance of your artwork while in transit to and from the show is the responsibility of the artist. Santa Fe Art Collector Gallery and PAPNM are not responsible for any loss or damage to artwork while in transit.

SHIPPING BOXES AND PACKING MATERIAL

- Exhibitors are encouraged to ship their pieces in a commercial box designed for shipping artwork, such as an Armadillo Box, Airfloat System, or MasterPak. If shipping in a crate, they should be sturdy, reusable, top-hinged and fastened with screws, not nails.
- The recommended packing material is bubble wrap secured with hand-stretched plastic film instead of packing tape. Wrap paintings with the bubble-side out to avoid marking the surface.
- ***Peanut Packing material or any other loose filling is not allowed and will be shipped back to the artist before the Exhibition begins.***

RETURN OF UNSOLD WORK

- All unsold artwork that is not picked-up or is unable to be shipped after the show closes will become the responsibility of PAPNM Show Chair, who will take custody of the artwork and provide due diligence in its return to the artist. If not claimed by October 31, 2019, the artwork will become the property of PAPNM and may be disposed at PAPNM's discretion.

IN PERSON PICK-UP

- Unsold artworks may be picked up at Santa Fe Art Collector Gallery on Monday, Oct. 28 and Tuesday, Oct. 29, 9:30 AM – 5 PM

RETURN OF SHIPPED ARTWORK

- Unsold artwork will be repacked in the original shipping box and returned using the prepaid return shipping label for UPS or FedEx. *Failure to provide a prepaid return label will result in a \$25 handling fee in addition to the bill for return shipping. DO NOT send a check to pay for the return of your work. COD for return shipping will not be allowed.*
- If artwork is sold, commercial shipping boxes or crates will be returned to exhibitors at their expense. To request return of your shipping box, check the "YES" option on the Artwork Inventory Form.

TERMS OF ARTWORK SALE

- All artwork must be available for hanging and sale at Santa Fe Art Collector Gallery for the entire duration of the show, until 5pm on Sunday, Oct. 27, 2019. Any artist who sells an exhibited artwork without going through the gallery will be disqualified from exhibiting all his/her paintings in the current national exhibition and the following two national exhibitions.
- Santa Fe Art Collector Gallery will handle all sales, collect all associated payments and taxes from customers, and transact all packing, shipping, insurance, and handling expenses incurred as set by Santa Fe Art Collector Gallery for sales.
- Santa Fe Art Collector Gallery will sell single artworks at full retail price. For a sale of two or more artworks by the same artist to a single buyer, Santa Fe Art Collector Gallery may offer a 10% discount to that buyer.
- Artwork sold during the exhibition may be taken by the buyer upon sale, but the buyer will be encouraged to leave the artwork though the opening weekend of the show.
- PAPNM will send payments for artwork sold at 50% of the sale price within 30 days after close of the show.

ONLINE SHOWCASE

Images of artworks exhibited at Santa Fe Art Collector Gallery will be showcased on PAPNM's website at www.papnm.org and Santa Fe Art Collector Gallery website at <https://santafeartcollector.com> for the duration of the show.

LODGING

Limited Special Rates for the opening weekend have been arranged at the Best Western Santa Fe, NM 87501, (505) 982-4333. Ask for the PAPNM group rate, subject to availability.

AGREEMENT OF LIABILITY

Plein Air Painters of New Mexico has the right to refuse or disqualify any work that fails to meet exhibition requirements. All reasonable care will be taken with artwork. PAPNM, its members, and its volunteers are not responsible for any loss or damage of any artworks in the exhibition. Santa Fe Art Collector Gallery will be responsible for the safekeeping and insurance coverage of all artworks in the exhibition while on gallery premises. Artists are responsible for insuring their work during transit.

CONTACT INFORMATION

Phyllis Gunderson
 PAPNM Events Director
 11th National Juried Members Exhibition Chair
 Email: pagunderson@att.net. Cell: (408) 621-3846

EXHIBITION SCHEDULE

Event	Date / Time	Location
Hand delivery of artworks and artist's biography	Monday, Sept 30, 2019; 9:30 AM - 5 PM	Santa Fe Art Collector Gallery, 217 Galisteo, Santa Fe, NM. 87501. (505) 988-5545,
Shipped Artwork to Arrive at Santa Fe Art Collector Gallery	Monday, Sept 23 - Wednesday, Sept 28, 2019	Santa Fe Art Collector Gallery, 217 Galisteo, Santa Fe, NM. 87501. (505) 988-5545,
Judging by Judge of Awards	Thursday, Oct 3, 2019	Santa Fe Art Collector Gallery, 217 Galisteo, Santa Fe, NM. 87501. (505) 988-5545,
Opening reception and awards presentation	Friday, Oct 4, 2019, 5-7:30 PM	Santa Fe Art Collector Gallery, 217 Galisteo, Santa Fe, NM. 87501. (505) 988-5545,
Demonstration by Peggi Kroll-Roberts, Judge of Awards	Saturday, Oct 5, 2019, 11 AM to 1 PM	Santa Fe Art Collector Gallery, 217 Galisteo, Santa Fe, NM. 87501. (505) 988-5545,
Celebration Dinner for Members and Guests	Saturday, Oct 5, 2019	Santa Fe Bar & Grill, 187 Paseo De Peralta, Santa Fe, NM 87501. Sign-up at https://www.papnm.org/event-3488587
PAPNM Members' Paintout	Sunday, Oct 6, 2019	Aspen Vista <i>Register at www.papnm.org</i>
Peggi Kroll-Roberts 'Figure in Landscape' Workshop	Monday, Oct 7 - Tuesday, Oct 8, 2019, 9 AM-4 PM each day	Zia United Methodist Church, 3368 Governor Miles Rd, Santa Fe, NM 87507 and nearby locations <i>Register at https://www.papnm.org/event-3487757</i>
Ray Roberts 'Studies to Studio' Workshop	Wednesday, Oct 9 - Friday, Oct 11, 2019, 9 AM-4 PM each day	Zia United Methodist Church, 3368 Governor Miles Rd, Santa Fe, NM 87507 and nearby locations <i>Register at https://www.papnm.org/event-3487755</i>
Exhibition ends	Sunday, Oct 27, 2019 at 5 PM	Santa Fe Art Collector Gallery, 217 Galisteo, Santa Fe, NM. 87501. (505) 988-5545,
Artwork taken down	Monday, Oct 28, 2019, 9:30 AM - 5 PM	Santa Fe Art Collector Gallery, 217 Galisteo, Santa Fe, NM. 87501. (505) 988-5545,
Artist pick-up of unsold artworks	Monday, Oct 28 - Tuesday, Oct 29, 9:30 AM - 5 PM	Santa Fe Art Collector Gallery, 217 Galisteo, Santa Fe, NM. 87501. (505) 988-5545,
Payment sent for sold artworks	Wednesday, Nov 27, 2019	