



# MILLENNICON

## INSTRUCTIONS FOR MAILED-IN ART

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### WHAT YOU SEND US

Art may be sent via the parcel service of your choice to the address at the bottom of this page. NOTE: This is *not* a Post Office Box and will accept any standard form of parcel service.

Pack art carefully. Make sure it does not slide around in the box. The parcel service does not always handle boxes with care. Please be sure your box is in good condition. We cannot guarantee the safety of your art when we return it if the box is falling apart.

We appreciate it if you attach the bid sheet to the pieces *if it is possible to do safely*. (i.e. If all the pieces are wrapped in plastic, or separated by packing paper. Sometimes during shipping the tape can end up sticking to another piece of art or mat. Although it takes more time for the art show staff, we would rather do it rather than risk damage to the artwork. If you do not attach the bid sheet, please make sure it's clear where they belong. A title on the back is good enough; as is a piece number written on masking tape on the bottom of sculpture.

We suggest you insure the shipment. Write the insured value on the control sheet so that we may insure any unsold pieces upon return. Usually, insured value is the minimum bid. We will inform you immediately if we receive any damaged art. If you wish to receive confirmation that your art has arrived, please include a stamped postcard with the art.

SEND: (Return the following in the envelope used to mail your control sheets and include the package inside your art box.)

- 1) All pages of the Control Sheets. We suggest making a copy for your records. Make sure the writing is clear and legible.
- 2) Completed Bid Sheets. Please do not use heavy duty tape as this complicates removal of bid sheets later.
- 3) Return postage (stamps, check or pre-paid are acceptable.) Please be sure to send at least the amount it cost to send the package. You will be reimbursed any excess postage.
- 4) Hanging fees if not already paid. Check or money order payable to Millennicon Art Show. Hanging fees and return postage may be combined in a single check.
- 5) A completed mailing label for the return.

If you have any questions, or need more forms, write:

Millennicon Art Show  
c/o Deborah J. Brown  
PMB-122  
5818 Wilmington Pike  
Centerville, OH 45459

Or you may e-mail me at: [kosagi@woh.rr.com](mailto:kosagi@woh.rr.com)

### WHAT WE SEND YOU

Unless you state otherwise on the Mail-in Registration form, the art will be sent back to you via the United States Mail Priority with \$100 insurance. Please make sure you fill out the form for this information if you wish a different method. We use the UPS store for all shipping aside from US Mail. Please take this into account when including shipping costs.

We will return your shipping container in the happy event that you sell out *only* if you request it.

You will be paid by check. Normally, the check will be made payable to the artist. If the check is to be made out to the agent, please provide a letter from the artist or some proof authorizing this.

The check will be sent separately from the returned art.

If return postage costs more than the amount you provide then the difference will be removed from your check. If this results in a negative balance we will contact you by phone.

If return postage happens to be less than the amount you provide (we certainly hope it will be) then the excess will be included in your check.

We plan to put any unsold art in the mail by the end of the week after the con. We have been mailing checks to the artists within a week after the convention.

### DUE DATE

All mail-in art is due by the Monday before the show (*March 14, 2011*). Art received after this date will be accepted only at the discretion of the Art Show director.