

# Mail-in Art Instructions

For all mailed art, we require a mailing fee of \$20, which must be sent before the convention and separately from your artwork. We will also charge you our actual costs for return shipping.

Please allow plenty of time for your art to reach us; we do not want it to arrive after the convention. It would be helpful to send email to [artshow@boskone.org](mailto:artshow@boskone.org), or a letter to

Dave Anderson  
c/o Mailboxes 'n more  
75 Third Avenue, #158  
Waltham, MA 02451-7549

at the time you mail your work, telling us when you shipped it (and how) so we can watch for its safe arrival. If you send more than one package, please label them so we can tell how many to expect (e.g., 1 of 3 etc.). When your art arrives, we'll send you email or a postcard so you know it's OK.

Any of the following methods will work (please do consider paying for tracking where available):

Regular Mail; Priority Mail (First Class mail over 12 oz. in weight); or Express Mail (the Post Office guarantees next-day delivery, but allow at least two days – mail by 5 p.m. on Monday, **February 13th**, from any Express Mail post office); UPS (United Parcel Service); UPS Air; UPS Second-Day Air; DHL; Federal Express;

or,

Find a friend who is arriving on Friday and whom you trust to carry your art to the show (and tell us who that is). If your friend will also hang your art, handle your paperwork and collect your unsold art, designate them as your agent and we'll refund your mailing fee.

## Where to send art:

Art should be shipped insured and *must arrive no later than Wed., Feb. 15th.* Send all art to:

Dave Anderson  
c/o Mailboxes 'n more  
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Waltham, MA 02451-7549

**Do not send your artwork to the NESFA Post Office box, the NESFA clubhouse or the convention hotel.** If you do, your artwork is very unlikely to reach us before the show and may well be lost forever.

Please be sure to provide all the required information on the Bid Sheets, Master Sheet and stickers accompanying your artwork, since you will not be here to answer any last-minute

questions. On the back of each piece, in addition to the removable sticker containing the piece number, put your name and address and the title of the piece. Each piece must be identified so that we'll be able to tell which Bid Sheet goes with each piece or replace a missing Bid Sheet. Include a packing list of the items listing titles and minimum bids (a properly filled out Master Sheet is fine). *Please write legibly!* If you wish, we will try to lay out your panel(s) according to a sketch you send, but if you send more art than will fit in the space you reserved, we will only hang the amount that fits.

## **Returning Art:**

Any unsold artwork will be returned insured, packed in the same containers in which it was sent (unless they were damaged in transit) during the week after the convention. When we mail it, we will send you email or a postcard telling you that we have done so. If all of your work is sold, we will inform you of this good news. Any award ribbons you have won will also be mailed to you. In addition to the \$20 mail-in fee, we will charge you our actual cost for return shipping; this charge will appear on the final accounting we send you a month after the show.