



# NATIONAL SHOW SHIPPING INSTRUCTIONS

EAST END ARTS GALLERY

REVISED 5/2018

## 2018 National Show

### INK

**Drop-off / Shipping Arrival: July 25 or 26, 2018**

**Pick-up by Shipping Agent: September 25 & 26, 2018**

Hours: 10:00 AM – 3:30 PM

The artist is responsible for the cost of shipping artwork to and from the East End Arts Gallery. **East End Arts does not insure work during transit**, so please be sure to check the shipping carrier's insurance regulations.

If you are not hand delivering and picking up your work in person, **you must make shipping arrangements with UPS or FedEx ONLY**. East End Arts **will not pick-up or drop-off artwork at the shipping centers or the Post Office**.

**When you ship your work to the East End Arts Gallery, you must arrange for a pre-paid barcoded return label.** This label will be used to return your work. Remember, all artists must schedule their own package pick-ups with their shipper. Please note: You must have or set-up an account with a valid credit card to ship with most carriers.

Please remember to schedule your pick-ups within the dates outlined by the East End Arts Gallery to avoid the possibility of your carrier arriving before your work is packed. In no case may pick-up be scheduled on the closing day of the exhibit.

All work must be shipped or hand-delivered during Gallery business hours. The East End Arts Gallery (133 East Main Street, Riverhead, NY 11901) hours are: Tuesday through Saturday, 10:00 AM to 4:00 PM; closed holidays.

WHEN SHIPPING: The East End Arts Gallery will accept only appropriate reusable packing materials. **NO PEANUTS, POPCORN**, shredded paper or other loose objects.

*Please note: Work that does not follow shipping requirements will not be exhibited.*



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FEDEX**  
EAST END ARTS GALLERY  
REVISED 1/2018

**Visit:**

[https://www.fedex.com/shipping/shipAction.do?method=doInitialize&us& utype=3&urlparams=us&locale=en\\_us](https://www.fedex.com/shipping/shipAction.do?method=doInitialize&us& utype=3&urlparams=us&locale=en_us)

**OR**

[www.fedex.com](http://www.fedex.com) > **Create a Shipment > Create a One Time Credit Card Shipment**

- 1) FROM: Your Name  
Your Address
  
- 2) TO: East End Arts  
133 East Main Street  
Riverhead, NY 11901  
Phone: 631-727-0900
  
- 3) SELECT SERVICE: Select from drop down –GROUND, NEXT DAY, OVERNIGHT, ETC. **PACKAGE MUST ARRIVE ON JULY 25 OR JULY 26, 2018.**
  
- 4) CREDIT CARD BILLING INFO: •Your credit card number, name on card, etc.  
Print pre-paid label and attach in an envelope to the wire on the back of your artwork.

For FedEx assistance with above process, and to arrange for your artwork to be picked up on the following date – September 25 or 26, 2018 – call FedEx at 1-800-238-5355.

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Print label, put in an envelope and attach to the hanging wire on your artwork.



# NATIONAL SHOW SHIPPING INSTRUCTIONS UPS

EAST END ARTS GALLERY  
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**Visit:**

[https://www.ups.com/uis/guest?loc=en\\_US](https://www.ups.com/uis/guest?loc=en_US)

OR

[www.UPS.com](http://www.UPS.com) > Shipping > Create a Shipment > New Users (on right) > Ship as Guest

- 1) TO:                   Your Name  
                              Your Address
  
- 2) FROM:               East End Arts  
                              133 East Main Street  
                              Riverhead, NY 11901  
                              Phone: 631-727-0900
  
- 3) Describe your package
  
- 4) SELECT SERVICE:  
                              GROUND, NEXT DAY, OVERNIGHT, ETC.  
                              **PACKAGE MUST ARRIVE ON JULY 25 OR JULY 26, 2018.**
  
- 5) CREDIT CARD INFO:  
                              Enter your credit card information
  
- 6) BILLING ADDRESS:  
                              Click on 'USE FOLLOWING ADDRESS'  
                              In drop-down enter YOUR address
  
- 7) SCHEDULE A PICK-UP:  
                              Click on this  
                              Choose **September 25 or 26, 2018.**

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Print label, put in an envelope and attach to the hanging wire on your artwork.