



Philadelphia Sketch Club Shipping Terms and Conditions

The Philadelphia Sketch Club (PSC) can accept artwork from FedEx and UPS and only, provided the shipping conforms to the PSC Shipping Terms and Conditions.

If you have any questions, you may contact our office on Wednesdays and Fridays between 11 and 5pm by phone at (215) 545 - 9298, or email executivedirector@sketchclub.org. Also contact the Chairperson of the exhibition for artwork related questions.

Before shipping, please read and observe all of the following conditions:

- 1) The PSC requires the sender's/artist's phone number and email address in order to communicate about returning artwork.
- 2) Return shipments must be entirely prepaid, with their return label clearly identified and enclosed in the box(es) with the artwork. We cannot ship returns with the US Postal Service, nor can we ship without a pre-paid UPS or FedEx label.
- 3) The PSC recommends all artists arrange for delivery during the Sketch Club's office hours. Requiring a signature for package delivery is also encouraged. We are primarily a volunteer organization and do not always have people available to oversee deliveries outside of our office hours. (wed and fri 11-5)
- 4) If the return address differs from your sender's address, please notify us promptly via email or phone provided above.
- 5) The sender/artist is responsible for and will be billed for any pickup fees and surcharges from the carrier.
- 6) The PSC does not provide any warranties of shipment security or condition.
- 7) Packing peanuts are not accepted. When packaging your artwork by yourself or with a commercial provider, you are doing so at your own risk. We strongly encourage you to package your work with a professional artwork shipper, such as Uline. We will attempt to use the original shipping materials that come with your package.
- 8) The PSC is not responsible for loss, damage, or assistance with damage assessment of works that it receives or ships.
- 9) The PSC will pack and return artwork according to our schedule. Do to extra labor required, the PSC cannot guarantee a time that returned artwork will be received. Return shipping can take between one to six weeks.