

Packaging, Shipping and Return of Entries

Packaging

Entries must be mounted on foam core board and shrinkwrapped, except for canvas entries. Enclose the official entry form, one for each entry. Be sure it has been completed and signed.

When packaging entries, make them as immobile as possible. Stuffing newspaper into a carton does not do the trick. The best packages seem to be two sturdy pieces of corrugated cardboard sandwiching the entry and strapped closed with heavy duty packing tape.

Shipping

Please use the shipping label on the inside back cover of this brochure. It is pre-addressed. If you need more than one, please duplicate it.

Consider using a package delivery service or courier service especially if you are mailing your entry close to the deadline date. Many services are quicker than the post office and not necessarily more expensive. Entries must be in Tyler, Texas not later than **March 19, 1993**. Postal services can take as long as a month or six weeks to deliver a package, particularly if you send it parcel post.

Return of Entries

Entries *will not be returned unless* a check/money order for the \$25.00 administrative/handling fee per entry is enclosed and attached to the official entry form, and self-addressed return labels that are at least 3" x 5". Make checks/money orders payable to: TYLER SISTER CITIES PROGRAM. *Do not send stamps, postage meter tape or any other form of payment.* Only checks or money orders will be honored.

Entries that do not include the return labels and the \$25 administrative/handling fee will become the property of Sister Cities International to use in a manner deemed appropriate for program promotion.

The winners of the International Competition in Tyler become the property of Sister Cities International *and will not be returned*. Sister Cities International reserves the right to utilize the winning entries for all reproduction rights and to utilize the winning entries in ways that will result in funding support for the Young Artists Program.

The international winning entries will be sent from Tyler to Sister Cities International in Alexandria, Virginia and to the SCI conference in Houston, Texas.

SHIPPING LABEL FOR ENTRIES

From: _____

TO: YOUNG ARTISTS PROGRAM CONTEST 1993

Attn: Tyler Sister Cities

c/o University of Texas at Tyler

3900 University Blvd.

Office of Development

Tyler, TX 75701-6699

For Official Use:

Date Rcvd: _____

Exhibit #: _____

ENTRY INTENT FORM

_____ Yes, we plan to submit entries for the 1993 Young Artist Program contest.

Local Sister City Program _____

Contact Person _____

Address _____

City _____ State _____ ZIP _____

Day Phone (_____) _____ FAX (_____) _____

Please list your sister cities that you have invited to participate:

DEADLINE TO RETURN THIS FORM: January 15, 1993, Return to:

Sister Cities International

Young Artists Program 1993

120 South Payne Street

Alexandria, VA 22314

FAX: 703-836-4815