

Artist Guidelines

Disclaimer: All rules contained herein are subject to revision. The Art Show Director is the final arbiter on any modifications, exceptions, extensions or exclusions to these rules.

A. RULES FOR THE ARTIST

1. ALL ENTRIES MUST BE ORIGINAL WORK BY THE ARTIST.

This does not include computer art or photographs; a print of original work is acceptable. Only one (1) copy of any print is allowed in the Art Show. If said print is available in the Dealers Room or the Artists Alley, it may not be entered into the Art Show. *Exception:* if an open edition of a print is for sale elsewhere, one copy of a limited edition of the same print may be allowed in the Art Show. **THERE WILL NOT BE A PRINT SHOP IN THE ART SHOW.**

If a piece was created by a collaboration of artists, that piece may be entered by any of the collaborators.

2. DISPLAY SPACES WILL BE ALLOCATED AS 2'X4' PANELS AND 3'X30" TABLES.

Each artist will be restricted to four (4) spaces maximum. The spaces can be reserved as any combination of panels and/or tables. Artist Guests may have more space allocated at the discretion of the Art Show Director.

Display space must include room for the bid sheet attached to each piece.

The display space must be arranged such that it does not overlap into another artist's display space.

Floor space for large stand-up 3-D art can be arranged; contact the Art Show Director by email prior to the convention about any special display needs.

3. SPACE IS ALLOTTED ON A FIRST COME, FIRST SERVE BASIS.

Space may be reserved prior to the convention by sending an email to the Art Show Director, specifying the convention name, artist name and amount of space requested. The deadline for submitting art is 12PM (Noon) on Saturday. If and only if there is still space at noon, submissions may be accepted until all available space is filled.

Note: Space will not be automatically reserved for an attending Artist Guest; only Artist Guests who state that they will be displaying work in the Art Show will have reserved space. Reserved space *will not be held* past the deadline, unless prior arrangements are made through Guest Relations and the Art Show Director. *No space will be held past pre-arranged late check-in times. Pre-paid fees will not be refunded.*

4. A LIMITED NUMBER OF NOT-FOR-SALE (NFS) ITEMS WILL BE ACCEPTED.

No more than half (50%) of the submitted body of work may be marked as NFS.

(The Art Show Staff will provide red stickers to be placed on the bid sheets of Not-For-Sale items.)

5. THE ART SHOW STAFF RESERVES THE RIGHT TO REFUSE ANY ARTWORK.

Artwork that is judged to be plagiarized, sexually explicit or highly graphic will not be permitted. Artwork that contains tasteful/discreet nudity will be permitted. The Art Show Director is the final arbiter on what is permissible.

6. NO PHOTOGRAPHY WILL BE PERMITTED IN THE ART SHOW.

This is not to say that photography cannot be displayed as artwork, only that video recording of any kind is forbidden within the Art Show. Certain exemptions to this rule may be made as listed below.

Artists are allowed to make an archive of their own work, with the prior consent of the Art Show Director.

Accredited Press or Staff personnel with permission from the convention chairman or the Art Show Director, and the individual artist, may be allowed to use footage of the Art Show for publicity or insurance purposes.

7. THIS CONVENTION DOES NOT OFFICIALLY ACCEPT MAIL-IN ART.

An artist may submit work directly to the Art Show Director, who will act as the artist's agent; contact the Art Show Director by email for details. An artist may also designate someone who will be attending the convention as their agent, to submit work on their behalf. The designated agent must bring a letter of authorization with the name and signature of both the artist and the agent. The agent must also provide valid photo identification when checking the art into the show. Artists who are attending the convention in person should not specify an agent.

8. THE ART SHOW DOES NOT PROVIDE INSURANCE COVERAGE.

Artists should have their own property insurance, especially when submitting art via an agent. The Art Show Staff will do all they can to prevent theft and/or damage to artwork during the day. The room will be locked overnight.

9. THE ART SHOW DOES NOT PROVIDE DISPLAY CASES.

Please provide your own display case if you are submitting hand-crafted jewelry or other items that you consider to be highly valuable and/or easy to steal. See above.

10. ARTISTS (OR THEIR AGENTS) HANG/DISPLAY THEIR OWN ARTWORK.

Helpers can be provided upon request. Hardware (hooks and clips) will be provided for hanging pictures on the panels. All 2-D artwork must be matted and/or framed prior to the convention. Framed art must have hanging wire or hooks attached to the back of the frame. The Art Show does not provide matting or framing materials.

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11. ART MAY BE CHECKED OUT OF THE ART SHOW AFTER THE ART AUCTION.

Special arrangements must be made with the Art Show Director *prior* to the convention for earlier checkout. Art that is not reclaimed by the time Art Show shuts down on Sunday will become the property of the convention.

Arrangements can be made to have art returned; the artist will be responsible for all shipping and/or insurance costs, and the art will not be sent until such payments are received.

12. PAYMENT FOR SOLD ART WILL BE MADE BY CHECK.

Artists will not be paid at the convention. Checks will be made out to the name specified on the registration form, and will be mailed out approximately four weeks after the convention to the address listed on the registration form.

13. THERE ARE NO FEES FOR SUBMITTING ART TO THE ART SHOW.

The Art Show collects a 10% commission on sold art. No commission is taken if the total is less than \$10.

Entry into the Art Show does not include a membership to the convention.

Attending artists (or their agents) must purchase a full weekend membership.

B. RULES FOR CONTROL SHEETS AND BID SHEETS

1. YOUR ARTIST ID IS THE FIRST TWO LETTERS OF YOUR LAST NAME FOLLOWED BY THE FIRST TWO LETTERS OF YOUR FIRST NAME.

For example, the Artist ID for John Smith would be SMJO. In the event of duplicate IDs, we will append a sequential number (SMJO1, SMJO2). This ID will be entered on the control sheet in UPPERCASE letters.

2. EACH PIECE OF ART WILL HAVE A SEQUENTIAL TWO DIGIT ITEM NUMBER.

Each item will be numbered on the control sheet as 01, 02, 03, and so on.

3. THE CONTROL NUMBER FOR EACH PIECE MUST BE WRITTEN ON THE BID SHEET.

The control number will be the Artist ID, a hyphen, and the item number. For example: SMJO-01, SMJO-02, etc.

4. THE TITLE OF A PIECE MUST INDICATE ORIGINALS AND LIMITED EDITIONS.

The title on both the control sheet and bid sheet should include the edition number and edition size for limited runs; for example, "Coarse Hare (#12 of 250)". Original works should append the word "original" in parentheses to the title; for example, "War in Pieces (original)". Titles without indicators are presumed to be from an open-ended print run.

5. EACH ITEM MUST SPECIFY EITHER A MINIMUM BID OR "NFS".

The minimum bid amount (or NFS) must be written on both the control sheet and bid sheet. The bid amount must be specified in whole US dollars.

6. EACH FOR-SALE ITEM MAY OPTIONALLY SPECIFY A QUICK SALE PRICE.

The Quick Sale price must be written on both the control sheet and bid sheet. The price must be specified in whole US dollars. Quick Sales are optional; if a piece is not to have a Quick Sale price, that column should be crossed out on both the control sheet and bid sheet. The Quick Sale price should be at least 150% to 200% of the minimum bid.

7. THE 'FINAL SALE' COLUMN OF THE CONTROL SHEET SHOULD BE LEFT BLANK.

This column is for the final tally of sold art at the end of the show, and will be filled in by the Art Show Staff.

8. THE BID SHEETS WILL HAVE SPACE FOR FOUR BIDS.

Any piece that receives four bids will be sent to the voice auction. The Art Show Staff will place a sticker on the bid sheet to indicate that a piece is going to the voice auction. Pieces that have been Quick Sold will not go to auction, as those can only have the one bid for quick sale.

9. ALL PAPERWORK MUST BE VERIFIED BY THE ART SHOW STAFF TO COMPLETE CHECK-IN.

The Art Show Staff will review the control sheet and bid sheets to verify that the information on both is consistent. Once verified, items may not be withdrawn from the show, nor can minimum bids or quick sale prices be changed. The registration form must be signed by the artist or agent, indicating agreement to all of these stated rules.

10. ALL INFORMATION SHOULD BE PRINTED NEATLY ON THE CONTROL AND BID SHEETS.

See the next section for instructions on filling out the forms electronically. To make the paperwork easier, we offer the forms in both MS Excel and OpenOffice format. If you must write it out the old-fashioned way, we also offer the forms in Adobe PDF format.

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C. INSTRUCTIONS FOR FILLING OUT THE FORMS

1. DOWNLOAD THE FORMS FROM THE WEBSITE.

The forms are stored in a Spreadsheet Template. The template contains three tabs: the Registration Form, the Control Sheet, and the Bid Sheets. The control sheet includes a continuation page, should you have more items than will fit on the first page. The Bid Sheets will print four per page; the template contains four pages, for a total of 16 bid sheets.

2. SAVE THE FILE WITH A NEW FILENAME.

The template is Read-Only, to prevent accidental changes to the base forms. Each tab within the template is also protected, so that you do not accidentally alter the layout of the form. When you open the template, it will automatically be converted to a new spreadsheet. Save the spreadsheet as ArtShow-XXXX, where XXXX is your ArtistID (see B.1.).

3. FILL OUT THE ARTIST CONTACT INFORMATION ON THE REGISTRATION FORM.

If you use a studio name, nickname or alias, that may be entered here and used on both the bid sheets and the control sheet; however, the Registration Form must also have a legal name listed on it. A valid mailing address must also be listed. Without a legible name and address, the convention will not be able to issue payment for any art sold. If you are not submitting work through an agent, the agent section of the registration form should be left blank (or write 'N/A'); otherwise, it must be filled out completely.

Attendees often have questions or comments for an artist. In such cases, the Art Show Staff will not give out the artist's mailing address or phone number. However, we will give them the artist's email or website address, unless otherwise requested by the artist.

4. INDICATE YOUR PREFERENCES ON THE REGISTRATION FORM.

Please specify to whom a check for sold art should be written, even if it is the same as your legal name. If you accept personal checks, consent to press coverage, and/or are mailing art, enter "Y" in the corresponding box; otherwise, enter "N" or simply leave the box blank.

Specify how much space (number of panels and/or tables) you will need.

5. FILL OUT THE CONTROL SHEET.

Enter your Artist ID in UPPERCASE letters in the box at top right. See section B.1 for the definition of the Artist ID.

If you are submitting more than 20 items, indicate "Page 1 of 2" below your Artist ID. Also indicate "Page 2 of 2" on the continuation page. You must also continue the item numbering on the second page (21, 22, and so on).

Enter either your nickname or legal name in the Artist box.

Leave the Location box blank; this indicates where your art is located within the show, and will be filled in by staff.

The Check In/Out and Amount sections will also be filled out by the Art Show Staff on-site.

Refer to Section B, items 4 through 7 for details on filling out the rest of the control sheet.

6. FILL OUT THE BID SHEETS.

You must complete the top half of each bid sheet, one sheet for each item being submitted. If you are submitting more than 16 items, you can create another tab in the spreadsheet. Right-click on the "Art Show Bid Sheets" tab at the bottom of the spreadsheet, then select the "Move or Copy" menu option. In the dialog box, select "(move to end)" from the list and check the "Create a copy" box, then click "OK". A new tab named "Art Show Bid Sheets (2)" will be added to the spreadsheet, giving you 16 more bid sheets that can be filled out.

7. SAVE THE SPREADSHEET !!!

You should do this periodically, rather than waiting until everything is filled out. That way, you won't lose any information or need to retype it all. Again, the filename of the spreadsheet should include your Artist ID.

8. SUBMIT YOUR PAPERWORK TO THE CONVENTION.

Attach a copy of the Registration Form to an email and send it to the Art Show Director to reserve your space. (See why the filename needs to have your Artist ID as part of it?)