

No Name Con 2004

ART SHOW

(Sample)INFORMATION AND RULES

The (Name) Art Show will be held in conjunction with (Convention Name) in (City State), (Date). To attend the show or participate in the convention a membership will be required. Artists' who are not attending the convention are not required to have convention memberships to exhibit their art.

Please reserve your space in advance. We sold out last year and expect to do so again this year. All material that is pre-registered and pre-paid will be displayed. All other art (walk-in art) will be allocated space on a space-available basis. Pre-registered and pre-paid artists will take precedence.

ART SHOW FEES: Space will be rented in units of Panels, Small Bays and Large Bays. A Small Bay (4' x 4' x 4' in a U shape) is 3 panels. 1 Large Bay (8' x 4' x 4') is 4 panels. Artists may rent space for 3-Dimensional work in units of Full-Tables and Half-Tables. Free standing displays allowed with pre-arrangement. There is a 10% commission charged on all sold artwork.

PANELS (4' X 4')	\$25.00	½ TABLE (3' X 30")	\$ 20.00
SMALL BAY (3 PANELS)	\$65.00	FULL TABLE (6' x 30")	\$ 30.00
LARGE BAY (4 PANELS)	\$80.00		
ADDITIONAL PANELS above 4 are \$15.00 each			

PRINT SHOP FEE: There is no fee for attending artists or agented art. Mail in Artist: \$5 print shop fee (in addition to mail in fee listed below). There is no limit on number of prints, however, please be aware that even though we can display a large number of prints there is a limited amount of space. A 10% commission is collected on each piece in the print shop. Print shop artists must pre-register.

MAIL-IN ART: We will be accepting a limited amount of mail-in art. There will be an additional fee of \$5 per artist for this service. The shipping address will be sent out with paperwork once space has been reserved. All artists mailing artwork to the convention must ship prepaid. We will accept mail-in entries up to June 19, 2000. You must utilize reusable cartons, sufficient packing materials and must include sufficient postage to cover return shipping and insurance. Please specify IN WRITING which service (UPS, USPS, ETC.) you wish used to return your art and the exact amount of insurance, if any. If no special instructions are given, art will be returned via UPS.

PAYMENT AND DEADLINES: Payment for all fees should be via check or money order in U.S. funds. All payments and copies of control paperwork must be received by June 19, 2000. You should keep a copy of all documentation for your records. We will have a waiting list for available space in case of cancellations. Please let us know as soon as possible if your status (attending, mail-in, canceling, etc.) suddenly changes. Cancellations must be in by June 19, 2000 to receive a refund. If an artist that is pre-registered and pre-paid is not at the show by Thursday 1 p.m. their space will be resold to the next person on the waiting list unless the artist has made other arrangements with the Art Show Director.

DISCUSSIONS AND DEMONSTRATIONS: If you would like to do a demonstration, be included on programming or panel discussions, do a slide show, or just have some great ideas for art programming, please let us know by April 23, 2000. The sooner we know your talents or ideas, the more likely they are to be included. We will have a slide projector to show artwork. Please don't assume that your desired equipment will be readily available. If you would like to do a discussion panel or demonstration please

coordinate any equipment or other needs with the art show director by the April 23rd deadline and we will do our best to provide any supporting resources.

No Name Con Art Show

General Art Show Rules

1. Art should be of a science fiction, fantasy, horror, media, or astronomical or related theme. Subject matter must not violate existing copyrights or trademarks. Single copies of signed limited edition prints are allowed for bid sale as long as those same prints are not available elsewhere at the convention.
2. We reserve the right to refuse the exhibition of any piece for any reason. Works that are judged to be libelous, plagiaristic, obscene, or detrimental to the value of trademarked characters will not be permitted. If you have any doubts on a piece you'd like to show, check with the Art Show Director before the show. (Tasteful nudity is permitted, of course.) A phone call, or a slide or picture sent prior to the convention, will alleviate questions on exhibiting questionable artwork.
3. **All two-dimensional artwork must be matted, mounted, or framed.** Attending artists and agent must hang their own art. Artists must attach a hanging device to the back of any piece too large to be secured with a bulldog clip. Framed artwork must be hang ready. We will be using pegboard, hooks, and bulldog clips. Those artists who are mailing in art should include a diagram of how you wish your art to be hung in your space. Please allow enough room for bid sheets.
4. Small 3-D items like jewelry or miniatures should be displayed in a lockable closed display case. Small items without a case should be securely fastened to a large display board or other secure means. Each artist presenting small items is responsible to provide the appropriate securing means. We are not responsible for theft or damage to pieces displayed.
5. **All artwork must be clearly labeled.**
 1. Once an artist sends in their ART SHOW ENTRY AND RESERVATION FORM and fee payments they will be sent the requested number of Bid Sheets, Control Sheets, Print Shop Sheets, and identifying stickers. The artist should place the identifying sticker on the back of each piece.
 2. A bid sheet must be prepared for all pieces, whether for sale or not. **The title and artist's name and contact address must be on the back of each piece or print.** This can be accomplished with a return address label or business card.
6. Once artwork has been entered in the show, an artist may not withdraw any pieces before 5 pm Sunday, at the end of the convention. Prices of artwork may not be changed during the show without the express approval of the Art Show Director.
7. The Art Show staff will begin set up on Wed. June 28 at 9:00 a.m. and continue until 7 p.m. (with appropriate breaks). Late art will ONLY be accepted Thursday 8:00 and 12:00 p.m. Artists that have prepaid and arrive before noon Wednesday and assist in art show setup will receive their selection of space within certain restrictions. A receipt will be issued for all art accepted. Artwork may not be reclaimed without this receipt and identification. Artists unable to reclaim their own artwork must make prior arrangements with the Art Show Director.
8. AWARDS. Art Awards will be given in the prescribed categories Saturday between 5-7 pm.
9. AUCTION. **All pieces that receive 3 or more bids before the Sunday Auction, or are bid over \$100 will go to the voice auction.** The director reserves the right to change the number of bids required. *The auctioneers may at their own discretion select pieces with few or no bids to run through the auction.* All pieces with no bids will be available on Sunday at the After Auction Price.
10. **We will charge a 10% sales commission on all pieces sold in the main show.** Please allow for

this when calculating your Minimum Bid, Quick Sale, and After Auction Prices. Minimum bid is the least price you will accept for the sale of your art. The Quick Sale Price must be a higher price (usually the regular Gallery price of the piece) that will enable the piece to be sold without going to auction. The After Auction Price is only used when the piece receives no bids by auction close. If the After Auction Price is too low, it will reduce the chances of the piece going to auction. You may opt not to have a Quick Sale Price, or an After Auction Price, but all "For Sale" pieces in the main show **MUST have a minimum bid price**. If you do not have an After Auction Price, your art will be available for Quick sale price on Sunday. If you only have a minimum bid price, your art cannot be sold on Sunday. There is no extra charge for Not For Sale pieces, other than hanging fees.

11. Photos, other than Press, will not be allowed within the art show without the express permission of the Art Show Director. Please do not give anyone permission to take photos in the art show of your pieces without prior approval of the art show director.

PRINT SHOP RULES:

All prints must be clearly labeled with the artist name, the title, and the print shop price. We encourage shrink-wrapping for the print shop to protect against damage from handling. Both matted and un-matted copies are allowed in the print shop, but un-matted copies must be packaged in plastic with cardboard backing or rolled into tubes with one matted copy for display. Mail in Artist: \$5 print shop fee (in addition to mail in fee).

The print shop will take a 10% commission. Attending artists will get preference on display in the print shop.

GENERAL INFORMATION:

Payments will be mailed to artists 3 to 12 weeks after the show. The time delay is necessary to allow for the processing of charge cards and for delivering and collecting on sold art that is abandoned at the show.

All pieces are sold without any reproduction rights. We will provide a list of pieces sold with the names and addresses of the purchasers if you should wish to negotiate these rights. Stating that rights are included with sale is not the legal method to assign rights in the State of Georgia.

Buyers will be allowed to pay with cash, travelers' checks, Visa, MasterCard, or personal checks with sufficient identification. Be prepared for the Art Show staff to handle your sold artwork. **Artists plan to pick up all artwork between the hours of 5:00-6:00 p.m. Sunday.**

The convention members will vote on the art awards including Best of Show. Award categories will include Best in Show, Color, B&W, 3D, photography, and mixed media for both Professional and Amateur artists. Additional awards are under consideration.

To reserve your space, send the completed reservation form and payment to:

Non Name Con Art Show
P.O. BOX 2004
City, State 30321-9998
Attention: ART SHOW

For other information we can be reached at <phone > or by e-mail (be sure to include your snail mail address) at: <address> (we will not be accepting any reservations via e-mail)

Thank you for your cooperation

No Name Con Art Show 2004

<Date>

ART SHOW ENTRY AND RESERVATION FORM

Artist: _____

Agent: _____

Address: _____

Address: _____

City: _____

City: _____

State/Zip: _____

State/Zip: _____

Phone: _____

Phone: _____

Quantities of additional forms required:

- () Bid Sheets (1 per piece)
() Control Sheets (1 per 18 pieces of art)
() Print Shop Sheets (1 per 18 titles)

ART SHOW SPACE RESERVATIONS

() Panels (4' x 4') \$25.00 \$ _____

() 1/2 3-D Table (3' x 30") \$15.00 \$ _____

() Small Bay (3-4' x 4's) \$65.00 \$ _____

() Tables (6' x 30") \$25.00 \$ _____

() Large Bay (4-4' x 4's) \$80.00 \$ _____

() Additional Panels @ \$15.00 \$ _____

() Print Shop Reservation (No fee. 10% Commission. Pre-registration required.)

(Only for 5 or more panels)

Total Due for Art Show Space \$ _____

Mail-In Art Fee \$5.00 per Artist \$ _____

Mail-In Art Print Shop Fee \$5.00 per Artist \$ _____

(The Mail-In Art Print Shop Fee is an addition to the Mail-in Art Fee)

Amount Enclosed **** All checks payable to No Name Con ****

\$ _____

LIABILITY:

The artist/agent agrees to release, defend and hold harmless No Name Con, their agents and employees from and against any losses, costs, damages, liability or expenses (including attorney's fees) arising out of / or resulting from any accident, bodily injury, property loss or damage or other occurrences to any person or persons including the artist, its agents, employees and guests, arising out of / or resulting from the artist / agent's use and occupancy of the exhibit area at the Hotel or any part thereof. No Name Con will take every reasonable precaution, but the ultimate responsibility for the art work remains with the artist / agent.

Please list any special needs or problems below. If you plan to bring your own freestanding display, or if you have 3-D art that requires floor space, you must let us know by one month out (date) so that we may allocate exhibition space for your artwork. The earlier you can notify the art show director of your special space requirements the better we can accommodate you. A limited number of wall panels are available for large works. We will attempt to honor all request for bays and wall panels on a space available basis, but late entries may be given other panel configurations.

Please return this form as soon as possible to:

Art Show
Address

City State

You may phone us at <Phone> or e-mail : <e-mail address> We are willing to answer questions by phone and e-mail, but must have the fees in hand to guarantee your space.

ALL CHECKS MADE PAYABLE TO (Name)

Information for No Name Con 2004 Art Show

Attendees and Buyers:

The art show is open daily during regular exhibit hours Thurs. 1-7, Fri and Sat 10-7, Sun 10-5. There will be daily art demonstrations in the art show and most pieces in the show are available for bid sale. Items in the attached Print Shop are available for immediate sale.

Awards will be given for the best art in the show. Please vote for your favorites!

Bidding:

1. **Bidder numbers are required to buy art in the main show.** These are available at the main desk in the art show.
2. **Written Bidding:** All items eligible for sale in the auction have a bid sheet attached.

Included on this sheet are:

- The Minimum Bid (The lowest bid the artist will accept)
- When you bid on an item, PRINT your name, bidder number, and bid on the first space available on that item's bid sheet.
- The Quick Sale Price (if the item has no previous bids, you may buy the item outright at this price)

Bidding Hours: Bidding can be done anytime during the art show beginning Thursday through Saturday. The auction begins at 10 am on Sunday. All items with 3 or more bids will go to the auction Sunday. ASFA donations and other items may be included.

1. If you cannot attend the auction, you may assign a "proxy bid" at the art show desk to authorize us to defend your bid. If you plan on assigning a proxy bid you must use a proxy bid sheet from the art show. If no one overbids the last bidder on the written bid sheet, that bidder is the buyer. Please **DO NOT BID IF YOU DO NOT INTEND TO HONOR YOUR BID!** Your written bid is the same as a contract agreeing to buy that item at that price.
2. On Sunday pieces that remain unsold will be available for the After Auction Price only. All others are considered sold to the highest bidder on the sheet.
3. You may claim purchased art anytime during the show, but all purchases must be claimed by 5 pm on Sunday. Any buyers who do not collect art they have bid on will have collections procedures instituted against them after the show.
4. No food, drink, smoking or cameras allowed in the art show without special permission. Other items will be bagged by security.

Print Shop:

Adjacent to the art show is the print shop featuring limited edition prints from artists in the show. These items are available for the marked price.