

InConJunction Art Show

Tracey Rollison, Art Show Chair
c/o Mike Cowper
5348 N. Tacoma Ave
Indianapolis, IN 46220
artshow@inconjunction.org
<http://www.inconjunction.org>

Dear Artist:

You have received this message because you have expressed interest in exhibiting in the InConJunction Art Show, are a past exhibitor, or you are an artist or agent of SF or fantasy art who we feel would be interested in displaying in our art show.

You are invited to show your art Friday through Sunday, July 1-3, 2011, at InConJunction 31, a science fiction and fantasy convention to be held at the Indianapolis Marriott East, featuring David Lee Pancake as the Artist Guest of Honor.

If you wish to participate in this year's show please reply via e-mail (artshow@inconjunction.org) or postal mail with your name and postal address, indicating how much space you wish to reserve. You should include your display fees (see attached) with your reservation or send the fees shortly thereafter if reserving by email. As we get closer to the convention, if your fees have not been received and we are close to selling out, your space will be relinquished to someone with checks in hand. Should this situation occur, I will notify you by e-mail so that you hopefully will not get bumped. If you reserved space and are then unable to provide art due to circumstances beyond your control, a partial refund of fees will be determined on a case-by case basis. There is also a \$5 processing fee for mail-in art to defray the convention's costs for volunteer hours, storage, and transportation of artwork. See <http://www.inconjunction.org/dept/artshow> or contact me for more information.

Feel free to make copies of the forms included with this mailing. PDF fill-in forms are also available on the above-mentioned Web page. Please use these forms. Do not make up your own. If you make your own and we have to redo them using the correct forms, there will be a \$5 reprocessing fee.

Currently, the number of bids required for a piece to go to live auction is two. While you may be tempted to drop your minimum bid prices to encourage more bidding, keep in mind that we still have many pieces that sell with only one bid!

We look forward to hearing from you and hope to see you and/or your artwork at the convention!

Sincerely,
Tracey Rollison
Art Show Chair, InConJunction 31 Art Show

InConJunction Art Show

FEES

- Three-foot wide by six-foot high freestanding panels are \$10.
- Three-dimensional works to be displayed on tables have a display fee of \$1 per piece, or \$6 for a half table (3 x 2.5 feet), or \$10 for a full table. The half and full table rate does not guarantee you the full half or whole table — we will give your pieces appropriate display space but will not leave large sections of table space empty. Please allow for a 3-inch border between pieces to properly display pieces and bid sheets.
- There is a four-panel/two-table limit per artist
- There will be a 10% commission on all sold artwork.
- There is a \$6 per artist fee for placing multiple works in the print shop, plus 10% commission on all sold prints.
- There will be a \$5 processing fee for mail-in art.
- There will be a \$5 reprocessing fee if we have to redo the forms.

MAIL-IN ART

- Mail-in art will be accepted until the Monday before the convention (June 27, 2011).
- Hanging fees and return postage must be provided, either prepaid or included with your shipped art.
- We recommend that you insure your art. The convention will not be responsible for damage incurred during shipping. Mail art in sturdy, reusable cartons. If special handling or return shipping by other than USPS or UPS is required, please give specific instructions.
- You may respond either by e-mail or postal mail to reserve your space, but be sure to include your postal address.
- Please! Do not mail art to the hotel. Mail art to:

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GENERAL

- Check-in will begin on Friday from 10 a.m. to noon. There will also be a short check-in opportunity on Thursday evening (time to be announced, watch website for updates).

InConJunction Art Show

- The show will open to attendees at 1:00 p.m. Friday. Full Art Show hours will be published in the convention program book and on the website.
- Unsold art may be collected by artists or agents on Sunday starting at 1:00 p.m. Unsold art will not be given to anyone without the artist's written authorization. We request that artists pick up their work by 3 p.m. Sunday.
- Mail-in art will be returned during the two weeks following the convention. If postage has not been paid in advance and sales have not covered the cost, art will be held until payment is made. You will be notified if this happens.
- Payment to walk-in artists will be made 2-3 p.m. Sunday. Mail-in artists will have their check sent with their unsold art. Checks will be made out to the artist unless we have written notification to do otherwise.
- Mail-in artists, please remember that your art will be returned much faster if your postage is already paid and if you enclose a return address label.
- And finally, we will do our best to display your work to its best advantage, but must reserve the right to be flexible as to displays, space, auction, or unforeseen circumstances. If you have problems or special needs concerning your work, please let us know ahead of time, and we will gladly work with you.

ART SHOW RULES

- All artwork must have a science fiction, fantasy, astronomical, or horror aspect.
- Where copyrighted/trademarked subjects are used in artwork, the artist is required to have proof of permission from the copyright/trademark holder.
- Two-dimensional work must be matted or framed.
- If you have not paid for adequate space to properly display your artwork, you will be charged for additional panels or table space, if it is available. Please, allow a 3-inch border between pieces.
- Works containing nudity will be permitted. However, artwork containing graphic sexual activity may not be allowed. Please remember this is the conservative heartland; children will be present.
- Clearly label your artwork. Include title of piece, artist's name and address.
- One print of a signed, limited edition may be entered in the art show for auction. Art and other items that are offered in the print shop or elsewhere in the convention may not be placed in the Art Show.
- The Artist or Agent may specify a quick-sale price on the bid sheet. If none is specified, the piece may be sold only by bid or auction. If a piece of art has been bid on, the quick sale price will not be recognized.
- Artwork should be priced in even dollar increments. We do not have the capacity to handle coinage.

InConJunction Art Show

- Wild bird feathers cannot be imported into Indiana. Processed bird feathers such as turkey can be used. If this might be an issue for you, please contact me at artshow@inconjunction.org

ART AUCTION RULES

1. Any art show entry with two or more bids goes to the auction.
2. Bids must be in even dollar increments.
3. Those items with one bid will be sold at the highest bid after the auction.
4. Items not bid on before the auction may only be sold at the Sunday price after the auction unless specific written instructions to do otherwise are received from the artist. Pieces without a Sunday price will not be sold after the auction.

ART SHOW CONTROL SHEET INSTRUCTIONS

This is where you list all the pieces that you are entering in the show and where we then record the final purchase prices of them. If you have more than 16 pieces, make a copy of the sheet to list the rest of the pieces on the second page.

Artist, address, etc.: If you are submitting your own artwork, you needn't fill anything out in the agent box. If you are an agent for an artist, the left box is for the artist information and the right box is for your information.

RCD: Staff use only.

Piece number: Simply number the pieces in the order you list them (i.e. the first piece listed is piece number 1, the second is 2, and so on). We use the piece number for record keeping purposes. If you have a second page, be sure to start with number 17, rather than 1, for that page.

Title: What you call the piece. This should be identical to the Title filled in on the Bid Sheet for the piece.

Minimum Bid: The least amount of money you'll accept for this piece. There are pros and cons to both high and low minimum bids. People are more likely to bid on a piece with a low minimum, which is more likely to send the piece to auction, where a bidding frenzy may get you more than you would with a higher minimum bid. On the other hand, you may only get the minimum bid, so you don't want to get too ridiculously low. Remember that prices need to be in even dollar amounts.

Quick Sale: The price you would accept from someone who wishes to purchase the piece outright, preventing it going to auction. A bid prevents the piece being sold at Quick Sale. You

InConJunction Art Show

do not have to specify a Quick Sale price, in which case, the only way to purchase the item is through bidding.

Sunday Price: The price you're willing to accept if the piece received no bids prior to the auction. As with Quick Sale, this is optional. This allows buyers who were outbid on their first choices or missed the auction additional opportunities to purchase art. For most artists, this will be the same as the Quick Sale price. Others (especially mail-in artists who would as soon sell a piece as pay for return shipping) may want to go with their Minimum Bid or something in between this and the Quick Sale price. An excellent article on pricing for conventions can be found at ASFA's website at <http://www.asfa-art.org/art-show-pricing.html>

Final Bid, Badge #, Purchase Price, Artwork Subtotal, Subtotal, Commission, Actual Display Fees, Actual Ret. Shipping, and Total Due Artist: Leave these blank; they are for InConJunction to fill in.

Total # of pieces in show: If you have a second page, the total on both pages should be the same.

Display space reserved: Record the number and type of display spaces you paid for with your display fees.

Display Fees Paid & Paid Return Postage: Include the amount you've sent us for these things. If you are also sending prints for the Print Shop, be sure not to double-enter these figures on both sheets.

Return Shipping: Check your preferred shipper. If nothing is specified, we'll go with USPS. You can also tell us if you want your boxes back if everything you submitted sells.

Special notes: Anything you want to tell us that we haven't covered.

I verify that: Leave blank, as this is signed at the end of the convention by those picking up the artwork.

PRINT SHOP CONTROL SHEET INSTRUCTIONS

Fill this out much like the Art Show Control Sheet.

RCD: Staff use only.

Number of Copies: Specify how many of each print were sent.

Title: Something we can identify the print by, so we can record the purchase in the right place.

Price: Pretty obvious.

Number sold, Number Returned, Total Purchase, and most of the final column (exceptions below): Staff use. Please leave blank.

InConJunction Art Show

Display Fees Paid & Paid Return Postage: Include the amount you've sent us for these things. If you are also sending pieces for the Art Show, be sure not to double-enter these figures on both sheets.

BID SHEET INSTRUCTIONS

We've only provided one page of 4 bid sheets. Please, make copies. These bid sheets should be filled out and attached to the piece prior to shipping. The only blanks you have to worry about are:

Artist: That's you (or your client, if you're an agent).

Title, Min Bid, Quick Sale, & Sunday Price: These should match what's on the Control Sheet for the piece.

Medium: How and with what the artwork was made. If the piece is a print, please, specify the printing technique.

Print #: If the piece is a print, you should include the number of the print and the total for the series. For instance, if it is the 15th print in a series of 50, the print number would be 15/50. If the print is not limited edition, it belongs in our Print Shop, not the artwork being put up for auction. If it is an original, check the Original box.

Fan or Pro: Check one.

Rights: Are you giving publishing rights to the purchaser?

ANY QUESTIONS?

Contact: Tracey Rollison, Art Show Chair
317-300-4765 (leave message)
E-mail: artshow@inconjunction.org