ANTHROCON ART SHOW
PO Box 6095
Syracuse NY 13217-6095
USA

E-MAIL:
artshow@anthrocon.org
PHONE:
307-ARTYFUR
(+1 307 278 9387)

PLEASE DO NOT SHIP ARTWORK TO ADDRESS ABOVE!

June 1, 2016

Thank you for taking part in the Anthrocon Art Show. Enclosed are the forms we use to keep track of your artwork in the show. Although they may look a little intimidating, we need this information in order to run the show efficiently. The more careful you are in filling out your paperwork completely and accurately, the more quickly we will be able to reconcile sales and send you your payment after the con.

An instruction sheet is enclosed which explains how to fill out the forms, and how to check–in at the con. Please follow the instructions carefully. Should you have any questions, you can reach me by e–mail, telephone, or the postal address, given above.

If you are attending the con, you will save yourself a lot of time at check–in if you fill out your forms before you get to the con. Agents must make sure their clients have completed the paperwork, or complete it themselves; agents may sign their name on the control form on behalf of their clients. If this is your first time participating in an Art Show, don't be afraid to ask for help—our crew will be glad to show you how to do everything.

We have a crew of dedicated volunteers who are eager to put on a good Art Show, but we can always use more help. If you've already agreed to volunteer, thank you! Otherwise, if you can spare an hour or two at the con, please volunteer. If you work 18 hours or more, we will give you a free membership for next year. (Hours worked during setup and teardown count extra toward the total.)

As in previous years, we will award ribbons for the best works as judged by our Guests of Honor, Anthrocon's chairman and the Art Show Director, as well as selected by popular vote. And, among the many events at the con, the Art Show will be hosting a festive **Artists & Dealers Reception** on Friday night, July 1. This is your chance to meet and socialize with fellow artists, and invited dealers, sponsors and staff. Feel free to "dress up" if you can! When you check in at the Art Show, you will receive an invitation to the reception, so I hope to see you there.

Yours truly,

Peter J. Kappesser ("PeterCat")
Anthrocon Art Show
Director

SUGGESTED PLANNING SCHEDULE

(Thanks to Dale Farmer. Deadlines are in ***bold.****)*

June 25	Select and mat artwork for Anthrocon.
June 26	Fill out control sheet and bid sheets.
June 27	Pack art in sturdy, well–padded containers. *(Pack your clothes, too.)*
June 30 – July1	**Arrive at Anthrocon.**
July 1, 10 AM	Hang art attractively in your assigned space and check in.
June 30 – July 3	Enjoy the con. Tell everyone at the con to bid on stuff in the Art Show. *(Your stuff, that is.)* Help Art Show crew with running the show. *(Volunteer at least 18 hours during the con to earn a free membership for next year!)*
July 3, 11:55 AM	Goad bidders into sending your pieces to auction.
July 3, NOON	Help close out Art Show and prepare for auction. *(Earn more volunteer hours!)*
July 3, 2 PM	Encourage auction bidders to outbid one another for your pieces.
July 3, 2 – 5 PM	Remove any of your artwork that the philistines didn't bid on. *(Pout.)* Pack it up and check out.
July 3, 5 PM – 12 AM	Help pack up the Art Show supplies. Hang around the con suite, saying goodbye to friends.
July 4	Unpack, do laundry, start thinking about what to bring to Anthrocon next year.
August 15	**All sales payments will be issued by this date.**
August 31	Contact Art Show Director if you have not received your payment.

ART SHOW HOURS

(Published Schedule as of June 1; please check for last-minute changes at the con)

We realize that some people may not take the day off work Friday, July 1 to arrive at the con early, although we strongly urge you to check in as early as possible. The longer your work is on display, the more bidding action it is able to receive.

Thursday, June 30:

3 – 8 PM	Unpacking & Setup — *Volunteers needed to help with stuff the union crew doesn't have to do!*
	Crew Training — *Learn how to help run the Art Show!*
6 – 8 PM	Early Check–In for Dealers & Staff

Friday, July 1:

10 AM – 6 PM	Artist check–in
2 – 6 PM	Art Show open to bidders
9 – 11 PM	Artists & Dealers Reception — *Meet and socialize with other artists and dealers, supersponsors and staff.*

Saturday, July 2:

10 AM – 6 PM	Art Show open to bidders
10 AM – NOON	Artist check–in
NOON	Unclaimed space forfeited to waiting artists
6 PM	Mature Gallery written bidding ends
11 PM	Mature Gallery voice auction begins

Sunday, July 3:

10 AM – NOON	General Gallery open to bidders
NOON	General Gallery written bidding ends
2 PM	General Gallery voice auction begins
2 – 5 PM	Sales, artist check–out
5 PM – 12 AM	Packing & cleanup

THE ART SHOW PAPERWORK

Honestly, It's Easier Than It Looks

Remember, the more careful you are in filling out your paperwork completely and accurately, the more quickly we will be able to reconcile sales and send you your payment after the con.

Your Artist Code

You have been assigned a unique 3-letter code which we use to keep track of both your paperwork and your artwork. This code appears at the top of your space confirmation letter and on your Control Form.

The Control Form

The Control Form is the master list of all the pieces you are displaying in the Art Show. This is a 3-part form, so please use a ball-point pen and write firmly. In the box indicated, please write in your name (and your agent's name, if applicable). If you know your badge number, write that in too; or we can fill that in at the con.

Each of your pieces is identified by a code which combines your Artist Code with the line number on which you list the piece on the Control Form, *e.g.* KAP-1, KAP-2, etc. If you use more than one page, please continue the numbering on subsequent pages so that each item has a unique code.

Each piece's code must appear on its Bid Sheet, and on the back of (or on a label attached to) the piece itself. It does not matter if you skip numbers, make a mistake and cross off a line, etc. as long as each piece has a unique code. (We write this code on the receipt when the item is sold; this lets us efficiently sort out the receipts to tally up the sales for each artist, instead of trying to match up artist names and piece titles.)

If you need more copies of the Control Form, please contact PeterCat at 307-ARTYFUR (+1 307 278 9387) or <artshow@anthrocon.org>, or get them at the con.

Preparing Your Pieces and the Bid Sheets

Your artwork must be able to withstand reasonable amounts of handling in hanging and moving to auction. Please do not bring or send items which are not matted correctly or which may break upon handling. This includes glass-faced mountings.

All items for sale must have a minimum bid of at least $1, and all prices must be in whole-dollar amounts. You also have the option of setting a "Price After Closing." This is the price at which you would like to sell the piece outright during sales pickup Sunday afternoon, if it receives no written bids. *(Many artists set this the same as the minimum bid; some will set a much higher price, hoping to encourage bidding; and sometimes the price is set very low if the artist just wishes to get rid of a piece that doesn't otherwise sell, but this strategy can backfire and stifle bidding.)*

On the back of each item, or on a tag attached by string or wire to 3-D work such as jewelry or sculpture, please write the title of the piece, minimum bid price (or "NFS" if it is not for sale), price after closing (if any, else put "NFS"), and your name and address. We have provided a handy sheet of preprinted stickers for you to use.

Copy this information onto a Bid Sheet for each item, and onto an item line on the Control Form. Indicate the gallery in which the piece is being displayed (General or Mature) by marking the appropriate box in the Gallery column on the Control Form and by circling G or M next to the item number on the Bid Sheet. If you have pieces in both the General and Mature galleries, group the items for each gallery together on the Control Form if possible to make check-in easier.

Copy the item line number from the Control Form to the space at the top of the Bid Sheet along with your Artist Code. Write this combined piece code (artist code plus item number) on the back of each item (or on its tag). This will make it easier for us to identify the item if the Bid Sheet should become separated from it.

On the Bid Sheet, also indicate the medium used to create the piece. If the piece is a print, list the method of reproduction and spell out the word "print"; do not use abbreviations such as "HCP" (hand-colored print), etc. because bidders may not understand the meaning. For numbered prints, also list the print number and total print run.

Cut the Bid Sheets apart, and attach each Bid Sheet to its corresponding item. Please double check that all information matches. If there is a discrepancy in the Minimum Bid between what is on the piece label, the Bid Sheet, and the Control Form, we will select the higher amount.

If you need more copies of the Bid Sheets, feel free to photocopy them.

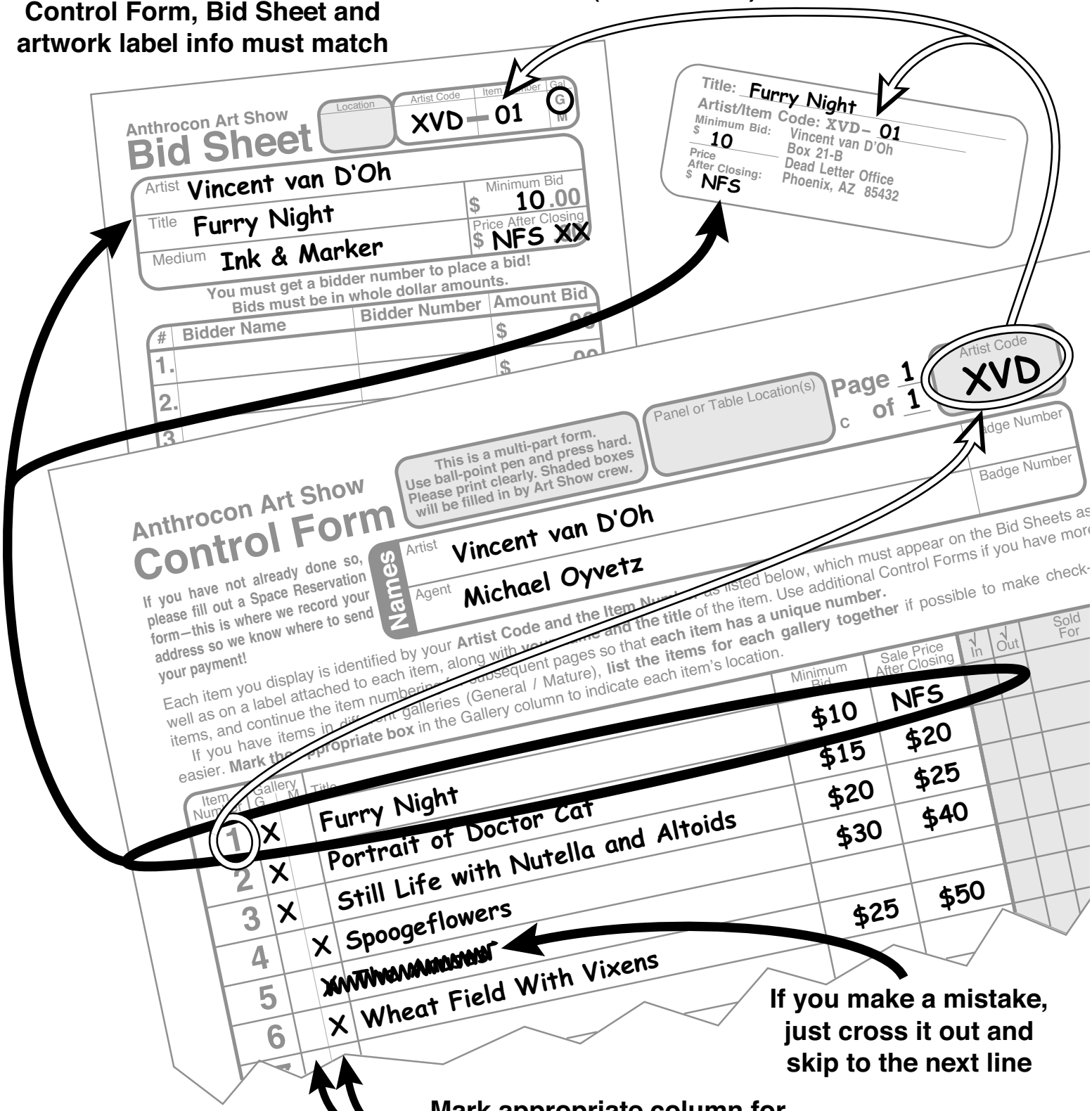
Artwork: Erika Leigh Rosengarten

See examples on the other side of this page.

Paperwork Examples

Each piece is identified by your Artist Code and the Item Number (line number) from the Control Form

Control Form, Bid Sheet and artwork label info must match



If you make a mistake, just cross it out and skip to the next line

Mark appropriate column for General or Mature Gallery; if possible, list items for each gallery together to make check-in easier

5 Things You Need To Know

Check-in begins Friday at 10 AM. Please get your badge first at Anthrocon registration, which takes place on the second floor of the Convention Center, in the concourse outside of Hall B. (Dealers have a special registration table.)

If you have more artwork than you can carry *by yourself in one trip,* ***please inform the Art Show Director immediately.*** Any convention facility large enough to house Anthrocon has a unionized work force, and we must abide by our agreement with them which requires union workers to cart in materials for exhibitors. There is no additional cost to artists for this service. *During the specific times the union team is on duty (Friday before noon),* artists are allowed to use *one* small 2–wheeled luggage case (such as one sees in airports) to make *one* trip into the exhibition hall. If you have more than can be managed this way, you must bring your items to the loading dock area (if you have a car) or to the security desk at the West Lobby entrance (if you are on foot) to be carted to the exhibition hall by the union team. Please do not try to get around this by making multiple trips or getting friends to help.

It is important that Anthrocon maintain a strong and friendly working relationship with the local staff. If you have any disagreements or issues with any union or non-union Convention Center or Westin hotel employee, please do not argue with them. Bring your disagreement to the Art Show Director.

At check-in, don't be shy about asking for additional space if you need it. We may have had a cancellation shortly before you arrived! And if your plans have changed and you won't be bringing as much artwork as you originally thought, please let us know before the con if possible—it's much less hectic to change things in advance.

Do not use glass frames! We really mean it!

Occasionally Asked Questions

I'm reserving table space. Is it OK to bring my own risers, small shelves, etc. so long as they fit within the allotted space?

Sure, you can set up your display pretty much any way you like, as long as it's not interfering with the space of another artist. However, ***tables are positioned in the middle of the room,*** so there is no wall to prop anything up against. If you want a backdrop you'll have to set something up yourself.

Are mats or frames required? Can I use glass frames?

Your artwork must be protected in some way because, if it goes to auction, crew members must remove it from the panel or table and transport it to the auction room, and show it to bidders during the auction. Matting is preferred. If you're really on a budget, you can use plastic print or portfolio page protectors. *Please do not use glass-glazed frames on panels!* We allowed this on a trial basis in the past, but had several instances of breakage. If you have no alternative, you should reserve table space instead of panel space for your pieces with glass.

Some of my customers won't be at Anthrocon, but they're interested in buying some of the pieces I'm entering. May I bid on the artwork on their behalf?

This practice of "proxy bidding" has become increasingly common, but many conventions are running into problems with it. To other bidders, if an artist (or an associate) places bids on their own artwork, it appears as if they are trying to bid up the price unfairly, or bid high enough to discourage other bidders and keep the piece to sell somewhere else under more favorable circumstances. The bidder rules prohibit this.

If you want to place bids on someone else's behalf, we ask that you sign up with a separate bidder number in the buyer's name, and use that instead of your own. This way it's clear who the ultimate buyer/bidder is, and the situation is more easily explained to other bidders unfamiliar with the practice.

More Questions? Please contact the
ANTHROCON ART SHOW DIRECTOR:

PETER J. KAPPESSER ("PeterCat")
PO BOX 6095
SYRACUSE NY 13217-6095
USA

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artshow@anthrocon.org
PHONE:
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INSTRUCTIONS FOR ATTENDING ARTISTS & AGENTS

Prepare your artwork and paperwork as described on "The Art Show Paperwork" sheet. Again, if you have any questions, feel free to contact the Art Show director by e-mail at <artshow@anthrocon.org> or by telephone at 307-ARTYFUR (+1 307 278 9387). You will save time checking in if you complete your paperwork before you arrive at the con. *(Remember to bring it with you!)*

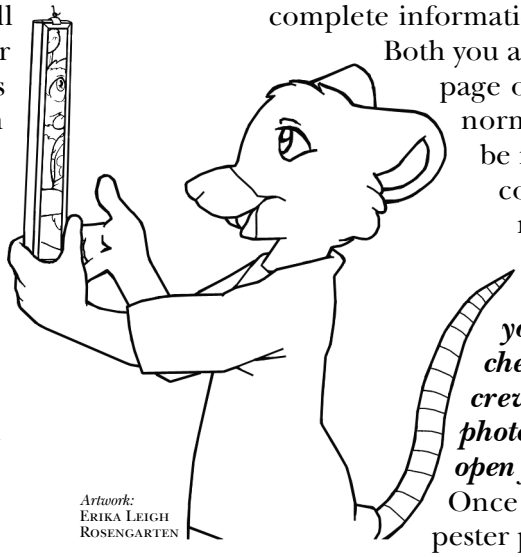
Location and Setup Schedule

The Art Show is in the David Lawrence Convention Center, Hall B/C, along with the Dealers Room and Artist's Alley. ***You will need to obtain your registration badge before you will be allowed to enter the convention hall.*** We urge you to set up your work as soon as possible: the longer it is on display, the more bidding action it is able to receive.

If you are a dealer arriving on Thursday to set up in the Dealers Room, we hope to be ready to allow you to check–in at the Art Show after 6 PM. (You may need to help us finish setting up!) Staff may also check–in at this time.

On Friday, we will open by 10 AM for artist check–in; prior to noon, you must show your setup pass at the door to Hall B/C, and you will be allowed in for setup. The Art Show opens to bidders at 2 PM, but you may still set up even if you arrive later. Keep in mind that the Art Show closes at 6 PM Friday, at the same time as the Dealers Room.

The Art Show opens again to bidders at 10 AM Saturday. At noon, unclaimed space will be forfeited to artists waiting for space unless you make arrangements with the Art Show director before then.



Artwork: Erika Leigh Rosengarten

Check–in

Near the front of the Art Show area is the "Artist Help" table where we, well, help artists. Identify yourself as an artist or agent (although this will likely be obvious to us if you are toting your artwork). A member of the Art Show crew will look up your assignment and help you in finding your space, and will show you how to hang artwork on the panels if you haven't done it before. We will have plenty of pegboard hooks, bulldog clips, tape, pens, etc. for your use, as well as more copies of the Bid Sheets and Control Forms, should you need them.

Hang your work on your panel (or arrange it on your table). Bid sheets should be attached to each item, although for small items they may be separated as long as an identifying label or tag remains attached to the piece. Make it as easy as possible for someone to bid on your work—don't make them hunt for the bid sheet!

Do not allow artwork or bid sheets to hang below the panel. This will help avoid accidents with small children walking under the panels and knocking off artwork, or people trying to write on a bid sheet in mid-air and dislodging a piece.

You may like to put a note pad with your artwork so that people can leave comments, and a holder for business cards.

When you've finished hanging your art (in both the General and Mature galleries, if you have space in both), find a crew member to check you in. He or she will examine your setup and verify that it meets the display requirements, and check each of your Bid Sheets against the Control Form for matching and complete information, and resolve any discrepancies. Both you and the crew member will sign each page of the form; after this point under normal circumstances, work may not be removed from the Art Show or the conditions of sale changed (*e.g.*, minimum bid) until the Art Show closes on Sunday.

If you wish to take photographs of your own artwork, please do so at check–in time, in the presence of a crew member. We do not allow photography in the Art Show when it is open for bidders.

Once done, go and enjoy the con, and pester people to bid on your artwork!

Check–out

Return to the Art Show on Sunday between 2–5 PM to pick up your unsold art from your space and check out. Pieces with bids have been sold; leave them *(and their bid sheets)* there for the buyer to pick up. For pieces ***without any*** bids, detach their bid sheets before packing away the pieces.

Take these bid sheets to the Artist Help table, where a crew member will mark off these unsold pieces on your Control Form.

If all of your pieces sold, congratulations! You won't need to check out. But, if there is a question or problem we need to discuss with you before you leave the con, there will be a note on your panel to see someone at the Artist Help table.

HOW TO GET TO THE ART SHOW

Getting from the Westin Convention Center Hotel to Anthrocon's exhibition hall within the convention center where the Art Show will be set up can be somewhat tricky. The skywalk way is rather convoluted and takes about twice as long as the recommended way, which goes outdoors.

We will have plenty of signs marking the way!

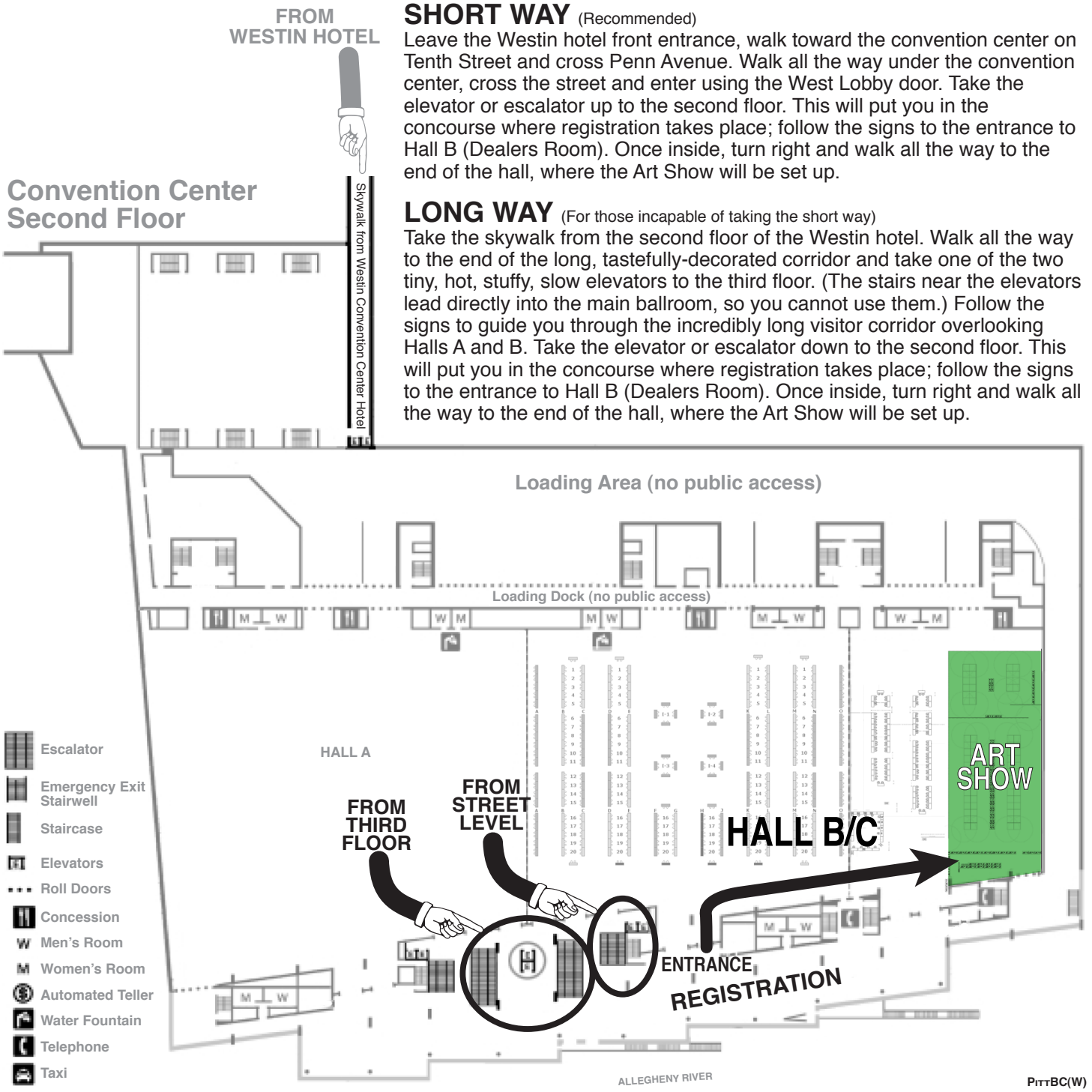
IMPORTANT: You will need to obtain your registration badge before you will be allowed to enter the convention exhibition hall. Registration takes place on the second floor of the convention center, in the concourse outside Hall B. Dealers will be able to pick up theirs near the entrance to Hall B.

SHORT WAY (Recommended)

Leave the Westin hotel front entrance, walk toward the convention center on Tenth Street and cross Penn Avenue. Walk all the way under the convention center, cross the street and enter using the West Lobby door. Take the elevator or escalator up to the second floor. This will put you in the concourse where registration takes place; follow the signs to the entrance to Hall B (Dealers Room). Once inside, turn right and walk all the way to the end of the hall, where the Art Show will be set up.

LONG WAY (For those incapable of taking the short way)

Take the skywalk from the second floor of the Westin hotel. Walk all the way to the end of the long, tastefully-decorated corridor and take one of the two tiny, hot, stuffy, slow elevators to the third floor. (The stairs near the elevators lead directly into the main ballroom, so you cannot use them.) Follow the signs to guide you through the incredibly long visitor corridor overlooking Halls A and B. Take the elevator or escalator down to the second floor. This will put you in the concourse where registration takes place; follow the signs to the entrance to Hall B (Dealers Room). Once inside, turn right and walk all the way to the end of the hall, where the Art Show will be set up.



PITTBC(W)

ANTHROCON ART SHOW PAYMENTS WILL BE SENT BY

AUGUST 15

PLEASE DON'T BUG US BEFORE THEN, IT'LL ONLY DELAY THINGS

Questions? Please contact the
ANTHROCON ART SHOW DIRECTOR:

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PITTSBURGH ZOO

& PPG AQUARIUM

If you can spare one, please consider donating a piece for the **Charity Auction/Raffle.**

Our charity this year is the **Pittsburgh Zoo & PPG Aquarium,** which strives to foster positive, lifelong connections between animals and people through exhibits, educational programs, and many conservation projects.

Read over the Charity Auction/Raffle FAQ and rules at <http://www.anthrocon.org/charity> and <http://www.anthrocon.org/rules-charity> for more information, and thank you for your generosity.

Please note that the Charity Auction/Raffle is a separate event from either of the Art Show auctions; contact <charity@anthrocon.org> with questions about the Charity Auction/Raffle.