

## Artist Check-In and Check-Out Instructions

### 1. Set-up and Check-In

We will set up the hangings starting at 9 AM on Wednesday, 31 Oct '07. If you are already in Saratoga Springs, please come and help. We cannot start Artist Check-In until the hangings are in place.

Artist Check-In will start at 2 PM and run until approximately 8 PM.

The Art Show is in Hall D of the Saratoga City Center located at the intersection of NY Rte 50 and North Broadway in Saratoga. There is parking available at the City Center with access to Hall D.

You do not have to register before checking into the Art Show.

Bring your art work to the entrance of Hall D. You will be directed to the check-in area (we may ask to see ID). There you will be given your actual location in the art show and your Check-in instruction packet. You may bring a friend or two to help hang your art. Please bring only your own art into the Art Show. No artwork (other than your own pieces which have not been entered) will be allowed to leave the show without special permission.

Please read the Check-in Instructions carefully.

An art show supervisor will show you to your space in the show and answer questions.

Our staff is limited in number. Please be prepared to hang your own work. Helpers will be available to supply hanging hardware and some repair supplies. Remember, the helpers are all volunteers and are doing this because they enjoy it.

When your work is all hung, recheck your Master Control Sheet. Your copy of your Master Control Sheet will be your receipt for all work entered in the show. Make sure that you have put your name, the title of the piece and the piece number on the back of each item.

Find an area supervisor to check your Master Control Sheet against your artwork. The supervisor will examine the bid sheets, compare titles, prices and piece numbers, and check the back of each piece for required identification.

After any errors have been corrected, the supervisor will sign your Master Control Sheet. Your art work is not checked into the art show until the filled-out Master Control Sheet has been signed by a supervisor. You are not permitted to leave anything in the art show except art work which has been entered and signed for. We have no space to store or secure carrying cases or packing crates. If you do leave something behind, it is entirely at your own risk.

To enter items in the Print Shop, you should have your filled-out Print Shop Control Sheet, listing the title, price and number of each item entered. Each item will be assigned an ID, and all copies will have a tag with this ID and the price attached to them. After all this is done and checked by the print shop supervisor, s/he will sign the Print Shop Control Sheet and give you a copy as a receipt.

You are checked into the art show and can relax until Sunday.

### 2. Artist Pick-up

Artist pick-up for unsold art is on Sunday, 4 Nov., starting at 10 AM. All art must be removed by 4 pm so that teardown can begin.

To pick up your unsold art, you must fill out an artist check-out form for the pieces that you are taking (name, artist number and a list of the piece numbers of the pieces taken; list your agent's name and address if an agent is picking up your work). The check-out form will be verified by a check-out clerk who will collect the bid sheets from the unsold art.

This procedure creates a record of the unsold art returned to you; every piece of art, sold and unsold, is checked out of the show. Please be prepared to provide ID if asked; we don't know everybody (yet).

### 3. Payment

Payment for art sold at the World Fantasy Convention 2007 will be available 4-6 weeks after the convention.

*Note: The World Fantasy Convention Art Show cannot provide insurance coverage for art entered in the show. You should ensure that your own insurance will cover your art while it is at the show.*