

## Paperwork Instructions

It saves a lot of time if you complete your paperwork before the convention. If you are attending or sending an agent to hang your work, then you simply go into the Art Show, check with the front desk for your space assignment, hang your art, have someone check your Control Sheet and Bid Sheets, and you're done!

Please note that we are again allowing Sale after Closeout. This means that a piece that received no written bids may be purchased after the written bidding has closed. It may then be purchased for an After Closeout price previously set by the artist. If you do not wish your piece(s) to be sold after bidding closes, you must enter NFS as the Price After Closeout.

### **The Art Show Control Sheet**

1. Be sure to put your name on the form.
2. The piece numbers are a combination of your three-digit artist code (in the upper right-hand corner of your control sheet) and the sequential number you assign your pieces (e.g., 311-1...311-15.) Enter these in the piece number column.
3. For each piece number, enter the piece's title and the minimum bid in the appropriate columns. We allow bidding only in WHOLE DOLLAR amounts, so round the minimum bid amounts up to WHOLE DOLLAR amounts. If you wish to allow the piece to be sold After Closeout please enter an After Closeout price at the far right of the title space.

4. If you need more copies of the Art Show Control Sheet,

### **5. The Art Show Bid Sheet**

1. Every piece hung in the Art Show must have a Bid Sheet attached to it with the piece's title, medium, minimum bid, piece number, price after closeout, artist's name, and status (professional/amateur). If you need more copies than were provided, feel free to make extra copies.
2. For each piece listed on the control sheet fill out a corresponding bid sheet.
3. Please double check that the minimum bid listed on the Bid Sheet is the same as the one on the Control Sheet. If you're mailing in your work and there's a discrepancy, we will select the higher amount. If you wish to allow the piece to be sold After Closeout please enter an After Closeout price, otherwise enter NFS.

### **The Stickies**

These marvelous little pieces of paper let us identify and track every piece in the Show, should the Bid Sheet be separated from the item. PLEASE put artist and piece number on each one and attach it to the corresponding piece. These are especially important if you are mailing in artwork.

### **The Print Shop Control Sheet**

Only individual copies of prints from print runs under 500 go into the Art Show. If you are bringing or sending multiple copies of a print, or individual copies from runs of over 500, you can enter them only in the Print Shop, which means you need to fill out the Print Shop Control Sheet.

1. Be sure to put your name on the sheet
2. Piece numbers for Print Shop are combinations of your three digit artist code and sequential numbers **STARTING** with **100** (e.g, 311-100 . . . 311-115.) This distinguishes Print Shop items from Art Show

items. Each separate copy is NOT assigned a piece number. Instead, each print run is given a piece number. BUT IF YOU ARE ENTERING ONE FRAMED COPY AND SOME UNFRAMED COPIES OF THE SAME ITEM, GIVE THE FRAMED COPY **ITS OWN** PIECE NUMBER. This is so you can assign different prices for the framed and unframed copies or identify the framed copy as Not For Sale if it's for display only.

3. Write in how many separate copies for each piece number you are entering in the # **√In** column. We allow a maximum of 10 copies of each piece in the Print Shop.

4. Fill in the price for each copy in the **Price Each** column. Items are sold in the Print Shop at a flat price. If a copy is for display only, write **NFS** (Not For Sale) in this space.

5. If you need extra copies of the Print Shop Control Sheet,

### **The Print Shop Item Tag**

It looks like a Bid Sheet, but it's not. Like a Bid Sheet, it needs the piece's title, medium (method of reproduction, total print run), piece number, price, artist's name and status (pro/am). This is attached to the display copy for each piece number. If the display copy is not for sale, write NFS on the price line and note below the price for the other copies (e.g., Unframed copies \$15, Item number 311-115). If you need more copies than were provided, feel free to make extra copies.

### **The Stickies**

Just as in the Art Show, these little stickies let us track the individual copies. Put each copy's artist and piece number on a sticky, and put it on the back of the copy. This needs to be done for each separate copy. For example, if there were 10 copies of 311-113, each one would have 311-113 on a sticky on the back.