

## ART SHOW HOURS FOR 2017

(Hours are subject to change at the discretion of the Art Show Staff.)



Thursday	6pm – 11pm (Artist Setup Only)
Friday	10am – 12midnight
Artists Reception	7:30pm – 9:30pm (approximate)
Saturday	10:30am – 4pm
Auction	4:30pm (open 1 hour after close of auction for sales & pick-up)
Sunday	10:30am – 12noon (sales & pick-up)
	12noon – 3pm (artist checkout only)

[At this point I would like to THANK YOU in advance for volunteering to help! Please look over the information and rules and decide when you would like to help and what you would like to help with. The most help, of course, is needed on Thursday night and Sunday afternoon, but I DO need help over the entire weekend. And – as always, there will be a party for Volunteers on Sunday afternoon. Again, THANK YOU in advance for volunteering to help! – Michelle]

## ART SHOW FEES

Since we're back in our old familiar digs, artists and/or agents will be allowed a **combined total of 3 panels and tables** (except our Artist Guest of Honor, of course). Attending artists may purchase additional panels at the discretion of the Art Show Staff, if space is available.

\$20 for each full panel (open metal grid, approximately 4' x 7')  
\$10 for each half panel / table

\$20 for each full table (6' x 30")  
\$5 for each quarter panel / table

Floor Space (see below)

Juvenile (under 13) and Junior (13-17) space is free (maximum of half panel/table). A 10% commission is charged on ALL artwork sold including Junior/Juvenile sales.

Checks/money orders should be made out to "Archon" and sent with panel requests to:

**Michelle Zellich, Archon Art Show Director, 1738 San Martin Dr, Fenton, MO 63026-2304**

## PRINT SHOP FEES

Fee – \$7 per artist (Artists/agents may register as many pieces of work, and as many copies of each piece, as they wish.)

A 10% commission will be charged on total print shop sales. Checks should be made out to "Archon" and sent with panel requests to **the above address**.

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**Cancellations & Refunds** – Cancellations must be received by me no later than Noon on the Thursday before the convention. This will entitle you to a refund or credit for next year's show (your choice). No-shows or failure to cancel by the posted deadline will forfeit any refund or credit.

# RULES FOR ARTISTS WISHING TO ENTER THE ART SHOW

Thank you for your interest in the Archon Art Show. Following is a list of rules and guidelines you should follow when mailing or bringing artwork to the convention:

**\$20** for each full panel (open metal grid, approximately 4' x 7')  
\$10 for each half panel / table

**\$20** for each full table (6' x 30")  
\$5 for each quarter panel / table

Juvenile (under 13) and Junior (13-17) space is free (maximum of half panel/table).

Print Shop – \$7 per artist (Artists/agents may register as many pieces of work, and as many copies of each piece, as they wish.

Floor Space – same cost for a full table or all panels that could be fit into the floor space desired [table or panel depends on if you want space in center of floor (panel) or next to wall (table)]. Floor space will be severely limited due to space restrictions in our new facility.

**No more than a combined total of 3 panels and tables will be sold to each artist or agent.** Attending artists may purchase additional panels at the discretion of the Art Show staff if space is available.

A 10% commission is charge on ALL artwork sold including Junior/Juvenile sales. Checks/money orders should be made out to “Archon” and sent with panel requests to:

**Michelle Zellich, Archon Art Show Director, 1738 San Martin Dr, Fenton, MO 63026-2304**

**RE-SALE** – For those people whose tastes have changed or their personal art collection is becoming too large, there will also be a Re-Sale section in the Art Show if space is available. It will be clearly marked as re-sale artwork only and will be sold for direct sale price only, there is no bidding any of this art. There will be a 10% commission on sales. Prices for space are the same as the Art Show (see above).

**JUVENILE/JUNIOR ART** – We will have a section reserved for Junior/Juvenile art. Each Juvenile/Junior artist is limited to one-half panel/table and this space is free. To qualify as a Junior, the artist must be 13-17 years old; Juveniles are under 13 years old. Persons 17 and under may put art in the main Art Show, but they will pay full price for space and must have adult quality artwork. The 10% commission will apply to Juvenile/Junior sales.

**PRINTS** – please follow the Print Shop Rules below.

Payment must be received by **1 September 2017**. All paperwork (Control Sheets, Bid Sheets, etc) will be sent by the end of August. When sending payment, please include the number of bid sheets and control sheets that you will need. There is no limit to the number of pieces that you may enter in the show other than the limit of your space. Artists entering small 3-dimensional pieces of art or jewelry should have a case to hold the items. If you do not have a case, we do have two cases. If you do not wish to have your items inside locked cases, we cannot be held responsible for theft.

All art should be of a science fiction, fantasy, fannish, or humorous nature. Also, all art must be original or prints of your own original. Original does not mean mold (greenware) ceramics or purchased kits. Limited exception will be made to this rule, but write or call and ask first. The Art Show staff reserves the right to refuse art that does not fall into these categories. If you have questions on whether your artwork will be acceptable, please contact the Art Show Diva for clarification. We also reserve the right to refuse art that does not live up to the standards that we would like to see at Archon.

**MAIL IN ART** – All mailed-in art **MUST** be insured and have adequate return postage and insurance included in the shipment. Also, all mailed-in art must include a UPS, FedEx, or Postal Service (USPS) return shipment address label. **All mailed-in art must have completely filled out control AND bid sheets.** If your paperwork is not complete, your art will NOT be hung! NO exceptions!

FYI – The Post Office (USPS) will supply you with Priority Mail Rate Boxes for free, either by going to your local Post Office to pick them up or by ordering them on-line at **usps.com/shop** to be sent to your address.

These are the boxes available (sizes approximate):

Box A (top loading [10"x7"x5"] and side loading [13"x11"x2.5"]) for up to 15 pounds.

Box B (top loading [12"x10"x5.5"] and side loading [16"x11.25"x3"]) for up to 20 pounds.

NEW! Box C (top loading only [14.5"x11.5"x12"]) for up to 25 pounds.

**PAYMENT** – For space, checks/money orders should be made payable to “Archon” and sent to:

**Michelle Zellich, Archon Art Show Director, 1738 San Martin Dr, Fenton, MO 63026-2304**

Mail-in Artwork should be mailed to:

**Michelle Zellich, Archon Art Show Director, 1738 San Martin Dr, Fenton, MO 63026-2304**

**No mail-in art will be accepted after 15 September 2017 without emailing or calling me first.**

Display space is on a first-come, first-served basis. We ask that if you are attending the convention, please hang your own art. We are extremely busy Thursday night and Friday and, if you do not hang it yourself, it probably will not get hung until Saturday. All art must be picked up by 3pm on Sunday or it becomes the property of the convention (except, of course, mail-in).

The Art Show staff will be at the Convention Center at the hours listed above. (Hours are subject to change at the discretion of the Art Show Staff.)

**AUCTION – 3 BIDS TO AUCTION. NOT 1 OR 2, BUT 3!  
THE ONLY EXCEPTIONS WILL BE THE ART SHOW AWARD WINNERS.**

Items not sold at auction will be offered for sale on Sunday for the direct sale price if they received no bids prior to the auction. If an item received only one or two bids, then the high bidder (after the Art Show closes on Saturday) will get the piece at that price. After Art Show closing Saturday afternoon, the Art Show staff will mark each bid sheet accordingly. Remember the following price definitions:

Minimum Bid – The lowest price you are willing to sell the item for.

Direct Sales – The selling price you will accept without the item being submitted to auction. This price can only be offered by an initial bidder who does not want to lose the piece due to a high bid in auction.

**\* \* \* One bid (at least) sells the piece. \* \* \***

All art will be available at direct sale price on Sunday unless otherwise marked. **There will be no price reduction after the auction.**

**PRINT SHOP RULES**

**Cost** - \$7 per artist. Artists/agents may register as many pieces of work, and as many copies of each piece, as they wish. A 10% commission will be charged on total print shop sales.

**TO HANG PRINTS IN THE ART SHOW**, please adhere to the following guidelines –

- a. Prints must not be an open-ended run, they **MUST** be numbered;
- b. You may only hang one copy of each print;
- c. You may put a print in the Print Shop **OR** in the Art Show, but not both.

To display prints for sale in the print shop, the artist/agent (an agent shall be a person or firm which has written permission, signed by the person or firm being represented, to transact business) must be attending the convention. We cannot accept prints for the print shop by mail, as we have no place for high-volume storage.

A print shall be any copy of an original work, the copies having been reproduced by mechanical means, such as photo offset, commercial printing, photographic reproduction, or a copying machine.

Hand-colored prints are considered to be original works of art and may, at the artist's or agent's discretion, be displayed in the Art Show or the print shop, following the above guidelines.

Inventory will be checked at registration. Prints may not be removed from the table during the show unless being purchased or withdrawn from display.

Each print offered for sale must have the price of the piece affixed on the back, and must have the artist's signature, the print number, the number of prints per run, the run number (if more than one), and the date of the work in a visible area on the print.

**Due to space considerations, multiple artists may be placed in the print shop bins. (We only have so many bins.)**

## **RE-SALE ARTWORK**

**Cost** – Fees are the same as the regular Art Show, and the 10% commission does apply.

This is artwork that has been previously bought by an individual who, for various reasons (e.g., taste in artwork has changed, art collection is too large, etc), now wishes to re-sell them. They are for direct sale only, no bidding on this art.

## **FLOOR SPACE FOR DISPLAYING IN THE ART SHOW**

**If you want to reserve JUST floor space –**

The Archon Committee decided that floor space would be charged for by the area where the personal equipment/art work would be placed. Only floor space being used in a "table" area will be allowed and the floor space being used will be charged the same as table space.

For example –

Personal print bins will be charged for the amount of table space being used, so if you have a small print bin, you may be charged for ¼ or ½ of a table, but if you have a very large print bin, you may be charged for a whole table, or more.

Free-standing artwork or personal art panels (any device to hang your art in a free-standing way) requiring floor space would be judged for the amount of table space used.

Also, I do not promise where the floor space will be made available to you. I will need to see your personal equipment and decide where it can best be fit into the floor plans I already have made up. Therefore, the floor space may be in the middle or in the back of the art show, depending on where I can find floor space to spare.

Therefore, if you need floor space, please be advised that there may be additional charges for the floor space being used.

I am sorry if this inconveniences you or makes you change your plans, but I have tried to arrange the floor plans of the space I have to the best advantage for the panels and tables I will be putting in the area, and to have to change the entire plan for personal equipment/artwork needs to be considered.

## **POST-CONVENTION**

**PAYMENT** – Payment for sold art will be by check to the person specified on the control sheet and will be mailed as soon as possible after the convention. No checks will be issued at the convention.

**MAIL-IN ART** – Art will be returned within two weeks of the convention depending on the volume of artwork. All mailed-in art MUST have been insured and have adequate return postage and insurance included in the shipment. If there isn't enough return postage included, the convention will deduct the balance from the sales or ask for a check to cover it after the convention. Also, all mailed-in art must include a UPS, FedEx, or Postal Service return shipment address label.