

Filling out the Art Show Control Sheet:

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.

- 1) **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.
- 2) **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 recordkeeping purposes. If you have a second page, be sure to start with number 17, rather than 1, for that page.
- 3) **Title:** What you call the piece. This should be identical to the Title filled in on the Bid Sheet for the piece.
- 4) **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 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.
- 5) **Quick Sale:** The price you would accept from someone who wishes to purchase the piece outright, preventing it going to auction (or buying after the auction if it hasn't been bid on). A bid prevents the piece being sold at Quick Sale. You do not have to specify a Quick Sale price, in which case, the only way to purchase the item is through bidding.
- 6) **Final Bid, Badge #, Purchase Price, Artwork Subtotal, Subtotal, Commission, Actual Display Fees, Actual Ret. Shipping, and Total Due Artist:** Leaves these blank; they're for InConJunction to fill in.
- 7) **Total # of pieces in show:** If you have a second page, the total on both pages should be the same.
- 8) **Display space reserved:** Record the number and type of display spaces you paid for with your display fees.
- 9) **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.
- 10) **Return Shipping:** Check your preferred shipper. If nothing is specified, we'll go with UPS (or USPS for P.O. Boxes). You can also tell us if you want your boxes back if everything you submitted sells.
- 11) **Special notes...:** Anything you want to tell us that we haven't covered.
- 12) **I verify that...:** Signed at the end of the convention by those picking up their artwork. Leave blank.

Filling out the Print Shop Control Sheet:

Fill this out much like the Art Show Control Sheet.

- 1) **Number of Copies:** Specify how many of each print were sent.
- 2) **Title:** Something we can identify the print by, so we can record the purchase in the right place.
- 3) **Price:** Pretty obvious.
- 4) **Number sold, Number Returned, Total Purchase,** and most of the final column (exceptions below): Our stuff, again.
- 5) **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.

Filling out the Bid Sheet:

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

- 1) **Artist:** That's you (or your client, if you're an agent).
- 2) **Title, Print #, Min Bid, & Quick Sale:** These should match what's on the Control Sheet for the piece.
- 3) **Medium:** How and with what the artwork was made.
- 4) **Fan or Pro:** Check one.
- 5) **Rights:** Are you giving publishing rights to the purchaser?
- 6) **Original:** Check this if the piece is original rather than a print.