

**Lynette R. F. Cowper
InConJunction Art Show
498 Town Center St. N. #135
 Mooresville, IN 46158
artshow@inconjunction.org
www.inconjunction.org**

Dear Artist:

You have received this because you have requested information about the InConJunction Art Show at some point in the past or you are an artist or agent of SF or fantasy art who we feel would be interested in our convention. If you are not interested and wish to be removed from this list please reply "remove me" and your name will be deleted.

You are invited to show your art Friday through Sunday, July 1 - July 3, 2005, at InConJunction XXV, a science fiction and fantasy convention

Our artist guest is Aaron Williams. Our other guests are: Tara K. Harper, author guest; Eugene Roddenberry, Jr., media guest; Tom Smith, filking guest; and Alan Smithee, director guest (Do you get the reference?).

In response to some artists who have specified a different after-the-auction price for pieces that were not bid on, we have added a box to list the Sunday price for an item. This allows buyers who were outbid on their first choices or missed the auction more opportunities to purchase art. For most artists, this will be the same as the Quick Sale price. Others (especially mail-in artists who would as soon sell a piece as pay for return shipping) may go with their Minimum Bid or something in between the two prices. An excellent article on pricing for conventions can be found at ASFA's website at:

<http://www.asfa-art.org/art-show-pricing.html>

We have also observed that for the past few years our show has been full or almost full, leading to bids being spread out among more pieces. As a result, few pieces got the 3 bids required to go to the live auction, leading to a very small, very boring live auction. So, this year we are dropping the bids required to go to live auction to 2. While you may be tempted to drop your minimum bid prices to encourage more bidding, keep in mind that we still have many pieces that sell with only one bid!

If you wish to participate in this year's show please reply via email or postal mail with your name and postal address, indicating how much space you wish to reserve. You may include your display fees either with your art or with your reservation. We also accept PayPal if you wish to make an online payment. See www.inconjunction.org/dept/artshow or contact me for more information.

If you need, feel free to make copies of the forms included with this mailing. The forms are also available in PDF format on the abovementioned Web page for printing.

We look forward to hearing from you and hope to see you and / or your artwork at the convention!

Sincerely,

Lynette R. F. Cowper

Art Show

Fees:

3' w x 6' h freestanding panels will be \$10.00. 3D works to be displayed on tables have a display fee of \$1.00 apiece, or \$6.00 for up to a half table (3 x 2. 5) or \$10.00 for up to a full table for small 3D pieces. The half and full table rate does not **guarantee** you the full half or whole table—we will give your small pieces appropriate display space but will not leave large sections of unaesthetic empty table space merely because you chose the table price break over the per-piece price. Please, allow for a 3-inch border between pieces to properly display pieces and bid sheets. There will be a 10% commission on all sold artwork. There is a 4-panel/half-table limit on artwork

There is a \$6.00 *per artist* fee for placing multiple works in the **print shop**, plus 10% commission on all sold prints.

Mail-In Art:

Mail-in art will be accepted until Wednesday before the convention. Hanging fees and return postage must be provided, either prepaid or included with your shipped art. We recommend that you insure your art. The convention will not be responsible for damage incurred during shipping. Mail art in sturdy, reusable cartons. If special handling or return shipping by other than UPS is required, please give specific instructions. **You may respond via E-mail or regular mail to reserve your space. Be sure to include your snail mail address.**

Please! Do not mail art to the hotel. Mail art to:

**InConJunction Art Show
498 Town Center St. N. #135
Mooreville, IN 46158**

General:

Check-in will begin on Friday from 12 noon to 2 p. m. The show will open to attendees at 2 p. m. Check your program for details about hours of operation.

Unsold art may be collected by artists or agents on Sunday. Again, check your program for the schedule. Unsold art will not be given to anyone without the artist's written authorization. We request that artists pick up their work by 2 p. m. Sunday. Mail-in art will be returned during the next two weeks following the convention. If postage has not been paid in advance and sales have not covered the cost, art will be held until payment is made. You will be notified if this happens.

Payment: Walk-in artists will be paid when they pick up their artwork. Mail-in artists will have their check included with their returned artwork, which will be returned within two weeks of the convention. Checks will be made out to the artists unless we have written notification to do otherwise.

Mail-in artists, please remember that your art will be returned much faster if your postage is already paid and if you enclose a return address label.

And finally, we will do our best to display your work to its best advantage, but must reserve the right to be flexible as to displays, space, auction, or unforeseen circumstances. If you have problems or special needs concerning your work, please let us know ahead of time, and we will work with you.

Any questions? Contact:

Lynette R. F. Cowper
(317) 834-0937 Home (Between 9:00AM and 9:00PM)
(317) 640-0640 Mobile (Ditto)
E-mail: artshow@inconjunction.org

Rules regarding Art Show

- 1) All artwork must have a science fiction, fantasy, astronomical, or horror aspect.
- 2) Where copyrighted / trademarked subjects are used in artwork, the artist is required to have proof of permission from the copyright / trademark holder.
- 3) Two-dimensional work must be matted or framed.
- 4) If you have not paid for adequate space to properly display your artwork, you will be charged for additional panels or table space. Please, allow a 3-inch border between pieces.
- 5) Works containing nudity will be permitted. However, artwork containing graphic sexual activity may not be allowed. Please remember this is the conservative heartland. Children will be present.
- 6) Clearly label your artwork. Include title of piece, artist's name and address.
- 7) One print of a signed, limited edition may be entered in the art show for auction. Art and other items that are offered in the print shop or elsewhere in the convention may not be placed in the art show.
- 8) The Artist or Agent may specify a quick sale price on the bid sheet. If none is specified, the piece may be sold only by auction. If a piece has been bid on, the quick sale price will not be recognized.
- 9) Artwork should be priced in even dollar increments. We do not have the capacity to handle coinage.

Art Auction Rules:

- 1) Any art show entry with two or more bids goes to the auction.
- 2) Those items with one bid will be sold at the highest bid after the auction.
- 3) Items not bid on before the auction may be sold at the Sunday price after the auction unless specific written instructions to do otherwise are received from the artist.

Yes, I want to reserve space in the InConJunction XXIII Art Show:

___ 3w x 6h panels at \$10.00 each

___ 3D pieces at \$1.00 each

___ Half table (3 x 2.5) at \$6.00 each

___ Full table (6 x 2.5) at \$10.00 each

___ Print Shop at \$6.00 per artist

Fees can be prepaid or mailed w/artwork.

Include in artist listing on web page?

ARTIST'S LEGAL NAME _____ ___ Yes ___ No

ARTIST'S PROFESSIONAL NAME _____ ___ Yes ___ No

STUDIO NAME _____ ___ Yes ___ No

ADDRESS _____ ___ Yes ___ No

PHONE(S) _____ ___ Yes ___ No

EMAIL _____ ___ Yes ___ No

URL _____ ___ Yes ___ No

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 record keeping 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. Remember that prices need to be in even dollar amounts.
- 5) **Quick Sale:** The price you would accept from someone who wishes to purchase the piece outright, preventing it going to auction. 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) **Sunday Price:** The price you're willing to accept if the piece received no bids prior to the auction. As with Quick Sale, this is optional.
- 7) **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.
- 8) **Total # of pieces in show:** If you have a second page, the total on both pages should be the same.
- 9) **Display space reserved:** Record the number and type of display spaces you paid for with your display fees.
- 10) **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.
- 11) **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.
- 12) **Special notes... :** Anything you want to tell us that we haven't covered.
- 13) **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): Staff use.
- 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, Min Bid, Quick Sale, & Sunday Price:** These should match what's on the Control Sheet for the piece.
- 3) **Medium:** How and with what the artwork was made.
- 4) **Print #:** If the piece is a print, you should include the number of the print and the total for the series. For instance, if it is the 15th print in a series of 50, the print number would be 15/50. If it is an original, check the **Original** box.
- 5) **Fan or Pro:** Check one.
- 6) **Rights:** Are you giving publishing rights to the purchaser?