

# CONVERGENCE

## ART SHOW

### GUIDELINES

All mail & deliveries should be sent to:

CONvergence Art Show  
c/o Charlie Horne  
160 Lost Lake Court  
Mahtomedi, MN 55115-1865

Mail not  
received by:  
**July 2**  
**2017**  
will be returned unopened

### General Submission Guidelines

- CONvergence is a convention for fans of science fiction and fantasy. All artwork submitted should be appropriate for the convention.
- Works may be originals or limited edition numbered prints (one example per work). Please see **Print Shop Guidelines** for details on how to submit other kinds of prints.
- Works must be entirely the work of the artist(s) whose name(s) appear on the pieces. If artwork features a character belonging to someone else, it **MUST** credit the owner/creator. (For example, a Disney character must be labeled © Disney in addition to the artist's signature.)
- Cel art which has been photocopied from original work onto acetate is acceptable, but must be marked as such on the **Control Sheet**.
- Computer printouts are considered originals if accompanied by a notarized statement that this is the **ONLY** copy of the piece. If multiple printouts have been made, this will be considered a print run and must be labeled as such. A notary public will be available at the convention
- "Walk in" art that is not picked up by close of art show on Sunday will be left with the hotel bellhop. The claim ticket will be mailed to the address given on the **Artist Form**.
- The decision of the Art Show management is final.

### Print Shop Guidelines

- The print shop is set up in a portion of the Art Show gallery itself. You are not required to reserve space in advance. However, space is first come, first hung.
- You may sell prints from an unlimited or unnumbered series, or multiple copies from a single numbered series.
- There are no display fees for items placed in the Print Shop. Please see the section **Fees & Payments** for details on these fees.
- There is no limit to the number of items placed in the Print Shop, but we suggest no more than five copies of any one piece.
- An extra copy of a numbered print series may be submitted for inclusion in the display area. This copy is subject to **Display Art Guidelines**.

### Display Art Guidelines

- You are not required to reserve space in advance. However, space is first come, first hung. Fully completed paperwork received before the mail-in deadline will reserve your space until close on Thursday.
- A maximum of 20 pieces can be submitted.
- Pieces must be *ready to display (matted, framed, or mounted)*; we will not assemble frames, mount jewelry, etc. Bulldog clips/S hooks are used to hang all works. We welcome works for *display only* ("not for sale") on a space available basis.
- If your art is displayed in a locked case, Art Show **requires** a set of keys.
- Please see the section **Fees & Payments** for details on display fees.

### Mail-in Art Guidelines

- If you or your agent are unable to bring your art, it may be submitted by mail.
- To allow time to process mail-in art, submissions must arrive by the submission deadline. Any work received after this date will be returned unopened.
- Art and paperwork not being delivered at the convention must be sent to the address listed at the top of these guidelines.
- We suggest that artwork be shipped with signature required and insured; CONvergence is not responsible for lost packages.
- We will return art in the same box received; make sure the box and packaging are sturdy and reusable. If all art is sold, we will not return your box unless requested. Include sufficient funds for return shipping.
- Art will be returned via UPS unless requested otherwise on the **Artist Form**. If work is to be insured for more than \$100 on return, include a note specifying the insurance amount needed and funds to cover it.

- Shipping and display fees may be submitted in one check. All checks should be placed in an envelope with the **Control Sheet(s)** and packed in the same box as the artwork. See **Fees and Payments** for more information.

### Paperwork Guidelines

- We will be happy to accept walk-in art on a first-come, first-served basis until art show closing time on Thursday.
- We suggest paperwork be submitted in advance to speed the check-in process and to reserve space in the show. To do so, we must receive a fully completed **Artist Form** with **Display Art Control Sheets** and/or **Print Shop Control Sheets** by the mail in submission deadline.
- Please complete the **Artist Form** carefully. Note that it states that the artist/agent agrees to follow all Art Show Guidelines.
- If sending works with an agent or representative, this person will be considered legally responsible for the artwork. The artist must either complete this information on the **Artist Form**, or send a signed statement identifying both the artist and the agent. This must state that the agent may act on the artist's behalf in a binding manner. Only artists and agents may deliver and pick up unsold artwork.
- The **Control Sheets** are used to list all items submitted for display and the pricing desired. Works for display only should be priced "NFS" (not for sale).
- Art is not considered checked in until both the artist/agent and an Art Show staff member have signed the **Control Sheet**. CONvergence is not responsible for artwork until it has been fully checked in.
- All prices must be listed in whole dollars.
- Do not set minimum bids lower than \$5.00.

### Fees and Payments

- The Art Show will collect a **15%** commission from all Display Art sales and **20%** from Print Shop sales.
- All bids are "TAX INCLUDED"
- Art for sale is charged a display fee of **\$1.00** per piece. Not for sale (NFS) art for is charged a display fee of **\$2.00** per piece.
- Small items mounted together but sold separately will be charged display fees for *each separate item*.
- For fees paid mailed in pre-convention, please make all checks, cashier checks or money orders payable to CONvergence.
- For fees paid at the convention, we will be accepting Cash and Credit cards only.
- All payments will be made directly to the artist unless indicated otherwise on the **Artist Form**.
- No payment will be made to artists at the convention. Checks will be mailed out within *6 weeks* of the end of the convention with a record of sales.
- Sales tax is collected by the convention and paid to the government directly. If you need to know how much tax is collected for your artwork, please contact CONvergence Finance Department at [Finance@Convergence-Con.Org](mailto:Finance@Convergence-Con.Org).

### Sales and Auction

- At the convention, we will accept cash, or with identification, money orders and credit cards.
- Convention members may buy display art in several ways:
  - *Silent Auction*: Items with 4 or fewer bids at the close of the show on Saturday are sold to the highest bidder.
  - *Live Auction*: Works receiving 5 bids will go to Live auction. In addition, any work winning awards will also go to live auction if not otherwise sold or NFS.
  - *Quick Sale* is available starting Friday only on pieces with no bids if a quick sale price is noted on the **Control Sheet**.
  - *Sunday Sale* is available for works with no prior bids during open hours on Sunday. If a Sunday price is not noted on the control sheet, we CAN NOT sell it on Sunday
- Quick Sale or Sunday sales are optional. Leave these prices blank if you do not want these options.
- No display art will be removed from the Art Show before Sunday.

### Please Contact Us at [Artshow@convergence-con.org](mailto:Artshow@convergence-con.org) by the mail-in submission deadline:

- If submitting unusually large art, or sculpture requiring clear floor space.
- If special arrangements need to be made about delivery or deadlines.
- If there are any questions about these rules or how they apply in a specific case.
- If we can provide additional information or assistance.

The artist or their agent agrees to protect, keep, and save CONvergence forever harmless from any damages or charges imposed for violations of any law or ordinance by any exhibitor, their employees or agents, as well for failure to comply with the terms and agreements. The exhibitor shall at all times protect, indemnify, save, and keep harmless CONvergence against and from any loss, cost, damage, liability, or expense which arises out of or by reason of any act or omission of exhibitor, his employees, or agents.