

All mail and deliveries should be sent to:
CONvergence Art Show
% Charlie Horne
160 Lost Lake Court
Mahtomedi, MN 55115-1865



Mail not received by:
June 30
2024
Will be returned unopened

CONvergence Art Show will be accepting LIMITED walk-in art this year. To guarantee yourself a spot, submit paperwork ahead of time. You can submit paperwork via the online forms or through email.

Forms are available until Sunday, June 30th, 2024 @ Noon, CST.

General Submissions Guidelines

- Art will be shifted on Saturday night as we reorganize for Sunday and may be shifted at other times as artwork sells in the Gallery and/or Art Market.
- Works must be entirely the work of the artist(s) whose name(s) appears on the pieces. AI generated works must follow CONvergence rules. 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.)
- Artwork (excluding mail-in submissions) should be picked up between 3-6pm on Sunday. If artwork is not picked up, then the artwork will be left with the hotel bellhop. The claim ticket will be mailed to the address given on the Artist Form. At this point, CONvergence is no longer responsible for the artwork.
- CONvergence Art Show is part of CONvergence Events and subject to its rules and regulations. You do not need a membership to show your artwork at the CONvergence Art Show but if you are ineligible to purchase a membership (aka Banned), you also may not participate as an artist.
- As of 2020, CONvergence Events has more explicitly banned hate speech. CONvergence Art Show is committed to our policy against censoring art. However, if it is brought to our attention that your artwork depicts hate speech (as defined by the Southern Poverty Law Center), we reserve the right to remove your pieces from the Art Show. Any fees paid to display work that is removed due to this policy are non-refundable (and considered a donation to CONvergence Events).
- Art Show management has the final decision over matters regarding the Art Show.

Paperwork/Forms Guidelines

- **We suggest paperwork be submitted in advance.** To reserve space, we must receive all forms in completion. This means a fully completed Artist Form with a Gallery Art Inventory and/or an Art Market Inventory by the deadline at the top of the guidelines. No space in the Art Market can be guaranteed as reserved. Space in the Gallery can be reserved.
- Complete the Artist Form carefully. Note that it states that the artist/representative agrees to follow all Art Show Guidelines. If you do not sign this form, you will not be eligible to participate, your art will not be displayed, and your hanging fees will not be returned.
- If sending works with a representative, this person will be considered legally responsible for the artwork. The artist must either signify this in the Artist Form or send a signed statement identifying

both the artist and the representative. This must state that the representative may act on the artist's behalf in a binding manner. Only artists and representatives may deliver and pick up unsold artwork.

- Inventory 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).
- CONvergence is not responsible for artwork until it has been fully checked in - fees paid, paperwork submitted, on display with correct bid tags.
- 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 Gallery Art sales and 20% from Art Market sales.
- All bids are TAX INCLUDED.
- Gallery Art is charged a display fee of \$1.00 per piece. Not for sale (NFS) art will be charged a display fee of \$2.00 per piece.
- Art Market has no display fees.
- Small items mounted together in the Gallery but sold separately will be charged display fees for each separate item.
- For fees paid mailed in pre-convention, 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, contact CONvergence Finance Department at Finance@Convergence-Con.Org.

Gallery Art Guidelines

- **There will be LIMITED available space for walk-in artists or art.**
- Space is reserved in the gallery only for artists who have submitted all their paperwork ahead of time completely. If you do not specify how much space is needed, one space will be saved. This means one gridwall (2'x6') or half a table (1.5' x 3'). Requests for more than 3 spaces should be cleared with Art Show staff prior to the deadline.
- Paperwork can be submitted online through forms, email, or physically mailed in with snail mailed artworks.
- Works must be originals or limited edition numbered prints (one example per work) to be submitted as Gallery Art. Cel art which has been photocopied from original work onto acetate is acceptable, but must be marked as such on your Inventory Form.

- 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 maximum of 20 pieces may be submitted per artist.**
- Pieces must be ready to display (matted, framed, or mounted); we will not assemble frames, mount jewelry, etc. Binder clips/S hooks are used to hang all works.
- If your art is displayed in a locked case, Art Show requires a set of keys for the show's duration.

Art Market Guidelines

- **It is highly encouraged to submit paperwork ahead of time to put items in the Art Market.**
- Art Market is located within the Art Show space. There is no reserved space in the Art Market. Space is entirely first come, first placed. **Staff may condense art placed in the Art Market.**
- You may sell prints, 3-D art, and wearable art in the Art Market, including additional copies of prints already displayed in the Gallery section of the Art Show.
- Each item for sale within the Art Market must be individually tagged for sale with price tags provided by the Art Show. You may not leave art in the Art Market that is not properly tagged.
- Art Show staff will not set up displays for artists unless they are mailed in or accommodations have been discussed with a Cohead or Subhead of Art Show.
- There is no limit to the number of items placed in the Art Market, but we suggest no more than five copies of any one piece.

Mail-in Art Guidelines

- If you or your representative are unable to bring your art, it may be submitted by mail. Art and paperwork not being delivered at the convention must be sent to the address listed at the top of these guidelines.
- To allow time to process mail-in art, packages must arrive by the submission deadline. Any work received after this date will be returned unopened.
- We suggest that artwork be shipped with signature required and insured; CONvergence is not responsible for packages lost or damaged in transit.
- 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. Excess funds will be returned in your artist check.
- 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 gallery display fees may be submitted in one check. All checks should be placed in an envelope with the Inventory Sheets, the Artist Form, and packed in the same box as the artwork.
- **Double-check your Inventory Sheets match the inventory sent.** Discrepancies cost time for both artists and Art Show staff. You may include instructions for your preferred display to our volunteers if you wish.

Sales and Auctions

- At the convention, we accept cash and credit card as payment options.
- Convention members may buy art displayed in the gallery in several ways:
 - Silent Auction: Items with 3 or fewer bids at the close of the show on Saturday are sold to the highest bidder.
 - Live Auction: Works receiving 4 bids will go to a live auction held on Saturday night of the convention.
 - Quick Sale is available starting Friday only on pieces with no bids if a quick sale price is noted on the Inventory Sheet. **Quick Sales must be taken immediately.**
 - Sunday Sale is available for works with no prior bids during open hours on Sunday. If a Sunday price is not noted on the Inventory 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.

Contact us at 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 and/or their agent ("Artist") hereby indemnifies and saves harmless Convergence Events, Inc., from each and every and all losses, claims, demands, obligations, liabilities, indebtedness and causes of action of every kind, type, nature or description whatsoever, whether known or unknown, as if expressly set forth and described herein, which Artist may incur, suffer, become liable for, or which may be asserted or claimed against Convergence Events, Inc., as a result of the acts, errors or omissions of Artist.