



Art Show Details

Send all forms & artwork to:
All-Con Art Show Administrator
Peggy Dee Haslbauer
3417 Sherrye Dr.
Plano, TX 75074

Prices:

Through February 11, 2013: \$15, for one table or panel
On-Site/ Walk-in: \$20, for one table or panel
Mail-in Processing: \$5 , if *accurate* layout is provided, spaces are 4' x 4'
\$10, if no layout provided
Print Shop Space \$5 with purchase of table or panel; \$10 if no table or panel is purchased.

Walk-in availability is not guaranteed. Pre-register to secure a spot.

Commission:

10% for Art and 15% for Print Shop

Sizes and Payment

- All tables are 6'x18"; all panels are **4'x4'**.
- Print Shop Space is allotted to 1/3 table used per Artist, if you require more space, purchase an entire table.
- Space can be reserved with completion of this Form and payment of required fees.
- We accept cash, checks (Note: a \$25 fee will be added for returned checks), money orders, Mastercard or Visa. Online artist registration and payment via PayPal available at www.AllCon.org.
- AllCon will subtract 10% of Art sales and 15% of Print Shop sales as commission.
- Checks to artists are generally mailed within 3 weeks of the event.

Art Show Hours (subject to change, hours will be posted at con):

Thursday: Staff only
Friday: Pre-registered Artist Check in and Hanging Begins @ 9:00 am* see rules
Noon, remaining open space will be made available to Walk-in Artists
Exhibit open to public 2 pm – 8 pm
*No hanging will take place during display hours
Saturday: 11 am – 4 pm, Auction begins at 5 pm
Sunday: 11 am – 3 pm, ALL art & merchandise must clear the room by 6:00 pm!!!

Con Membership Passes:

Unless you are a guest of the convention, *no AllCon Membership passes are given with art show space*. You will need to register and pay for an AllCon Membership online or at the con.

Mail-In Artists:

- Processing fees are due to the large amount of Mail-in art we receive and the amount of work required processing it. Please provide an accurate layout in order to reduce your fees.
- Spaces are 4' x 4', plan accordingly.
- If more art is provided than the reserved space or layout allow, the Art Director will randomly select pieces to remove to arrange the panel in an appealing manner. There must be enough space around each piece in order to see the bid sheet and the artwork is confined to the 4' x 4' space. Bid Sheets are

not to dangle from the bottom of the panel.

- Please include a check or money order for return shipping; overpayment will be refunded.
- Any costs for return shipping not included by the artist will be taken from the sales balance.
- If the cost of return shipping is in excess of the amount of sales, all artwork will be held until payment for shipping is received.
- Specify any shipping instructions on the Space Request Form.
- FedEx Ground will be used if no instructions are given.
- Email AllCon.artshow@gmail.com and let us know when to expect your artwork and registration.
- All items MUST be shipped *to arrive* no later than **March 1st**.

IMPORTANT: Failure to follow mail-in directions and late submissions will result in your art not being hung: NO REFUNDS.

- A Mail-in Art Check List is provided on page 3 to assist in making sure you don't miss anything.

Art Show and Auction Rules:

- If Artists do not check in by 12:00pm on Friday, it will be assumed that they are not in attendance and they risk the loss of their space to a walk-in Artist. There will be NO REFUNDS.
- If you are going to be late in arriving to the convention, email AllCon.artshow@gmail.com or make a note on your registration form on submission. You may also call the Art Director directly at 972.841.3292. Please use email for all other show correspondence besides this.
- All Art displayed must be your own and must be matted and prepared for hanging, See policy below regarding Fan Art.
- Art is hung using binder clips and hooks on peg board panels. Take this into consideration when selecting pieces for display. We are not responsible for damage due to improper presentation and hanging by the Artist or Agent.
- Panel locations will be determined by the Art Show staff and are available on a first come first serve basis.
- Space placement is also FINAL. Certain requests will be accommodated as space, occupancy and time allows.
- The room will be secured overnight for loss prevention, however AllCon assumes no liability for any losses incurred. Please insure your work against theft, damage, shipping issues, acts of higher power, etc.
- Silent bids on pieces will begin on Friday and continue until the close of bidding on Saturday evening. The Art Show Director will determine if three or four bids send pieces to the live auction. The art show staff may also select pieces to auction at their discretion.
- Cancellation and Refund Policy: Art Show space is held to the exclusion of others. Due to the difficulty in reselling space at the last minute, no refunds will be made after January 20, 2010.
- Explicit nudity may be censored or segregated from the General Exhibit at the discretion of the Art Show Director.
- AllCon reserves the right to refuse the exhibition of any work for any reason.

Art Show Fan Art Policy

- Artwork featuring a character that belongs to another artist or entity, or "Fan Art," may be exhibited but not sold.
- In addition, any pieces containing said copyrighted material must clearly credit the owner/creator for the original character, in addition to Artist credit. If an authorized agent of the copyright holder complains about the presence of the artwork in the show, and you cannot provide documentation authorizing your use of the image, it is at the Art Director's discretion to remove the piece entirely.
- **Legal Disclaimer:** AllCon is not liable for any copyright or trademark infringements. It is the express responsibility of the Artist to abide by any and all US statutes set forth in US Code Title 17." All material in question is at the discretion of the Art Show Director and all decisions are final.

Art Show Mail-in Checklist

- Bid Sheets are complete and included. – Be sure to leave space for the Artist numbers to be added to the piece number on the bid sheet, Artist Numbers will be assigned by staff during check-in process. Each piece should be numbered accordingly: A__ - 01, A__ - 02, A__-03, etc __ *indicates space left for Artist #.*
- Print Shop labels are complete and included. – Be sure to leave space for the Artist numbers to be added to the piece number on the label, Artist Numbers will be assigned by staff during check-in process. Each piece should be numbered accordingly: P__ - 01, P__ - 02, P__-03, etc __ *indicates space left for Artist #.*
- Control Sheet is complete and included – please verify that the following information is 100% Accurate as it can affect payment:
 - Artist Information
 - Piece Information
 - Bid Sheet Accuracy
 - Payment Address
- Print Shop Control Sheet is complete and included – please verify that the following information is 100% Accurate as it can affect payment:
 - Artist Information
 - Piece Information, Quantities listed and Prices
 - Print Shop Label Accuracy
 - Payment Address
- Attach Bid Sheets to art or hold separate for Art Show to attach. Artwork should be clearly labeled on the back of each piece ****Make sure they are properly numbered.****
- Pack Art.
- Pack Control Envelope (Please do not fold control sheets more than once as this makes filing more difficult.)
 - Control Sheets
 - Bid Sheets (If applicable)
 - Include Layout to avoid additional Processing Fees.
 - Return Postage Fee or Prepaid Shipping Label
 - Return Label for Box

Send all forms & artwork to:

AllCon Art Show Administrator
Peggy Dee Haslbauer
3417 Sherrye Dr.
Plano, TX 75074

Letter of Agent Authorization

One of the key goals of the Artshow is to protect the interest of our valued Artists. With that in mind we require an Artist/Agent Statement to be submitted with your artwork and documentation. Complete and submit the following with your registration form.

The individual noted below is an authorized agent of myself and/or my company _____
(artist and/or company name.) They may submit artwork on my behalf to the AllCon Art Show. Payment for any sales should be made to _____(name) at
_____ (address.)

_____	_____	_____
Agent name	Address	Phone Number
_____	_____	_____
Artist Name	Address	Phone Number
_____	_____	_____
Company	Email	Artist Signature/ Date

This statement must include an original and dated signature by the artist.

Art Show Registration Form

Date: ____ / ____ / ____

AllCon

Company Name		Website	
Contact Name		Email	
Business Phone		Cell/Home Phone	
Address			
City/State/ZIP			
Type of art pieces you sell, and please be specific:			
Qty Tables _____	Qty Panels _____	Print Shop [<input type="checkbox"/>] Yes [<input type="checkbox"/>] No	
Payment Info:	MO/Check# _____	Payment Total _____	
Preferred: Email Allcon.artshow@gmail.com for Eventbrite Invitation to pay online			
Shipping Instructions:			

Your signature below indicates you have read, understand and accept the AllCon Art Show Info Sheet, including prices, sizes and payment information, returned check fee information, hours, membership pass policy, mail-in instructions, refund/cancellation policy, and other noted rules. Failure to comply with AllCon Art Show rules may result in ejection from the Art Show and restriction from future AllCon conventions. Your signature and payment indicate your request for space at AllCon, subject to availability. AllCon’s Art Show Officers will contact you to confirm your space or position on the waiting list.

Artist Signature / Parent or Guardian if under 18

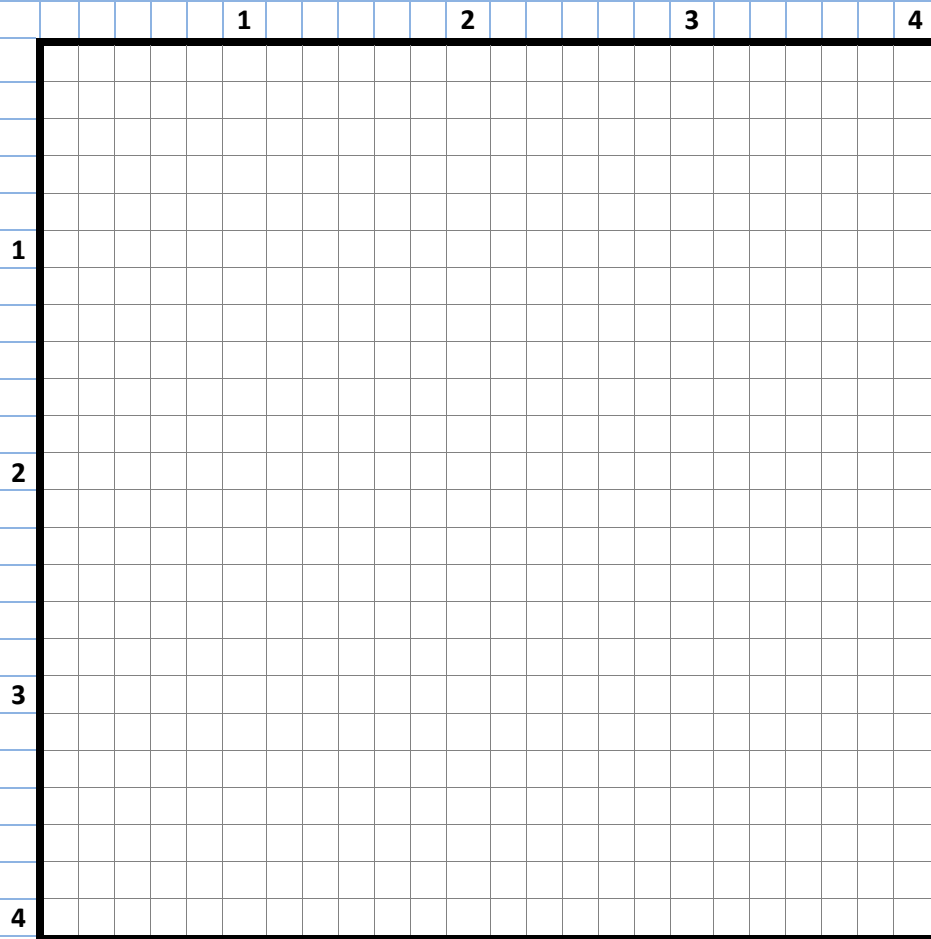
Date

Printed Name

Panel Layout Diagram

Panel # ____ of ____

Artist Name: _____



Piece # (from Bid Sheet)

Diagram Space #

Hint: mark out a 4' x4' space on the floor and MAKE SURE all art fits in the space with room for the bid sheets. Art should not hang below the panel or overlap the edges.

Each square = 2"

Duplicate as needed.