



**All mail & deliveries should be sent to:**

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

Mail must be  
received by:

**June 28  
2009**

## 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.
- Pieces must be matted, framed or mounted and must be *ready to display*; we will not assemble frames, mount jewelry, etc. Bulldog clips are used to hang matted works.
- The decision of the Art Show Manager is final.

## Print Shop Guidelines

- The print shop is set up in a portion of the Art Show gallery itself.
- You may sell prints from an unlimited or unnumbered series, or multiple copies from a single numbered series.
- There are no hanging fees for items placed in the Print Shop.
- 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
- Use reasonable judgment in deciding how much art to submit. We suggest a maximum of 20 pieces.
- We welcome works for *display only* ("not for sale") on a space available basis.
- Please see the section **Fees & Payments** for details on display fees.

## Mail-in Art Guidelines

- Art may be submitted by mail.
- To allow time to process mail-in art, submissions must arrive by the submission deadline; we cannot guarantee inclusion of any work received after this date.
- 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 hanging 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.
- 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 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.
- You have permission to print as many blank forms as necessary.

## Fees and Payments

- Mail-in and "Not for Sale" (NFS) art is charged a hanging fee of **\$1.00** per piece. Walk-in art for display is charged a hanging fee of **\$0.50** per piece.
- Small items mounted together but sold separately will be charged hanging fees for *each separate item*.
- The Art Show will collect a **10%** commission from all Display Art sales and **15%** from Print Shop sales.
- Please make all checks or money orders payable to CONvergence. We are not able to accept credit cards or Paypal.
- 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 the Art Show.

## Sales and Auction

- We will accept cash, money orders, and personal checks with identification. We are not able to accept credit cards or Paypal.
- Convention members may buy display art in several ways:
  - *Silent Auction*. Items with 3 or fewer on them at the close of the show on Saturday are sold to the highest bidder.
  - *Voice Auction*. Works receiving 4 bids will go to voice auction. In addition, any work winning awards will also go to voice auction if not otherwise sold.
  - *Quick Sale* is available starting Friday evening at 5:00 only on pieces with no bids if this option is chosen on the Control Sheet.
  - *Sunday Sale* is available for works with no prior bids during open hours on Sunday if this option is chosen on the Control Sheet.
- Quick Sale or Sunday sales are optional; leave these prices blank to opt out.
- No display art will be removed from the Art Show before Sunday.

## Please Contact Us (by the submission deadline) if...

- Submitting unusually large art, or sculpture requiring clear floor space.
- Special arrangements need to be made about delivery or deadlines.
- There is any question about these rules or how they apply in a specific case.
- 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.*