

## CHAMBANACON ART SHOW MAIL-IN RULES

First off, let me start by saying that if you are attending the convention, there is no need to send in your art early. We're a relaxacon. You bring it with you to the con so you can set it up, and you can tear it down. Simple, right? That way we don't have to do all that stuff, your art is more likely to get shown the way you want it, and everybody is happy.

However, for those of you who will not attend the con and want us to sell the art for you, read on.

### HOW TO MAIL IN ART

Pick your favorite carrier. Pack your artwork well (Note: ChamBanaCon does not take responsibility for damaged artwork – insurance is suggested). Wrap it up as securely as you think is necessary - all packaging must be reusable so that we can send the artwork back in it. All art that is mailed in must include a check payable to ChamBanaCon for hanging fees (art will not be hung without this check) and sufficient money to pay for return shipping and insurance on the artwork.

Please enclose the control sheet, the bid sheets attached to the art, your return address, a check for the amount of the hanging fee and return postage, and any special instructions you may have for the art show staff. After the show we will box up any unsold art at least as securely as you did and enclose a check for the amount of the art sold plus leftover postage and a copy of the control sheet for your records. We will return the package by UPS unless you tell us otherwise. You can copy as many of the forms as you need for your art.

Mail the artwork to me by your favorite carrier (Post Awful, OOPS, PhreadEx, Emery, etc.) so that you are sure it gets to us by the Wednesday BEFORE THE CONVENTION.

Good luck!

Brenda Sutton  
*ChamBanaCon Chair*

Mail to: ChamBanaCon Art Show  
C/O Brenda Sutton  
368 W. Main Street  
Danville, IN 46122-1622

# CHAMBANACON ART SHOW SCHEDULE & POLICIES

## SCHEDULE

### Friday

Setup Opens – Whenever we get ready, but after noon at least.

4:00 p.m. Art Show opens for viewing

8:00 p.m. Setup and Art Show Closes

### Saturday

11:00 a.m. Art Show opens

6:00 p.m. Art Show closes

9:30 p.m. Art Auction begins

### Sunday

11:00 a.m. Art Show Closing - Pick up your stuff.

2:00 p.m. Pickup Ends - Anything left is ours!

## REGISTRATION

Fill out the control sheet / register putting one piece on each line. Fill out a Bid Sheet for each piece and attach it on the artwork. (If you have a bid sheet and forms that are similar, we will accept them). Masking tape will be available at the control table in the Art Show. Friday afternoon is for artist setup; you are expected to set up your own stuff, but please be aware that we may need to adjust things slightly if space becomes scarce. Our staff will take all due care with your art.

## RESTRICTIONS

Restrictions are simple. Everything eligible for auction must be original or a limited print. Everything must also be suitably framed, matted, or otherwise prepared for presentation. A sketch table will also be provided if there is sufficient interest. Con-com reserves the right to reject any piece for any good and sufficient reason.

## SECURITY

Our security staff will be on duty all times the room is open. When the room is closed, all doors are locked and security will be inside.

Photography and videotaping of artwork is not allowed in the art show.

Naturally, no eating, drinking or smoking is allowed in the show.

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## EXHIBITION, AUCTION

The auction will be in the Art Show room about one hour after the banquet is over (but not before 9:30 p.m.). Any piece with two or more bids on it will be presented at that time. Single bids are considered sold for that bid.

## CLOSING

And now, the part you have all been waiting for. You can pick up your leftover art and your check for the art that sold Sunday morning from whenever we can crawl out from under the table (about 11 a.m.) until 2 p.m.. Anything left at 2 pm will be confiscated by the con-com unless prior arrangements are made.

## FEES

\$.25 per piece hanging fee.

10% of sale price goes to ChamBanaCon.

## PRINT SHOP

As has become common at a lot of cons, ChamBanaCon has a print shop. You may put anything you wish in the print shop as long as it is presentable (framed, matted, or otherwise) and multiple. Fees for the Print Shop are 15% of total sales with no hanging fee charged. Representative copies of the prints may be hung in the art show as long as the Art Show rules are followed, there is space and hardware available, and the 25¢/per piece hanging fee is paid.

# CHAMBANACON ART SHOW REGISTER \_\_ \_\_/\_\_/\_\_

|                  |  |            |  |
|------------------|--|------------|--|
| Agent (if appl.) |  |            |  |
| Artist Name      |  |            |  |
| Address          |  |            |  |
| City, State, Zip |  |            |  |
| Room #           |  | Home Phone |  |

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| Title | Min. Bid |  | Sold For |
|-------|----------|--|----------|
| 1     |          |  |          |
| 2     |          |  |          |
| 3     |          |  |          |
| 4     |          |  |          |
| 5     |          |  |          |
| 6     |          |  |          |
| 7     |          |  |          |
| 8     |          |  |          |
| 9     |          |  |          |
| 10    |          |  |          |
| 11    |          |  |          |
| 12    |          |  |          |
| 13    |          |  |          |
| 14    |          |  |          |
| 15    |          |  |          |

|                |    |   |  |
|----------------|----|---|--|
| Total Pieces   |    | Total \$                                      |  |
| Total For Sale |    | Con 10%                                       |  |
| Hanging Fee    | \$ | Paid? Y/N                                     |  |
| \$ To Artist   | \$ | Everything has been closed to my satisfaction |  |

