

Boskone 45 Art Show

February 15-17, 2007
Westin Waterfront Hotel

January 31, 2008

Dear _____

Thank you for your entry of resale art into the Boskone 45 Art Show. We are happy to confirm that your entry has been received and space reserved for you in the show. This form indicates the number of items in your name, the total dollar amount we have received from you for Art Show expenses, and what amount (if any) you still owe us.

Your Owner Number for Boskone 45's Art Show is: _____. Please be sure you keep this number handy; you will use it for completing your Bid Sheets.

Space Reserved: _____ items for resale.	Paid: \$_____
You will print your own bid sheets for _____ items?	Yes No Owed:
Who will handle your art? Artist Agent	\$_____
Name of Agent (if applicable): _____	

Please carefully read the instructions enclosed for completing Master Sheet(s), Bid Sheet(s), piece labels (forms enclosed or available from <<http://www.boskone.org/artshow.html>>); and instructions for Check-In (if applicable). Should you have any questions or concerns not addressed in this mailing, please contact us by electronic mail at artshow@boskone.org or, if necessary, by FAX at 781-642-1035 (currently not working, but should be fixed soon) or by telephone (with answering machine) at 978-952-6666.

Sincerely,

Ann Broomhead
Boskone 44 Art Show Directors

Tim Szczesuil

Summary of Instructions

Before the show:

1. Fill out your “Boskone Art Show Resale Master Sheet”

- ***If we sent you an NCR (two-part) form:***
 - Your name and owner number are already filled in
 - Use ball-point pen and press firmly (both copies must be legible)
- ***If you printed the form from our website:***
 - We will photocopy the form when you check in
 - Enter your name and your owner number from the list of owners on our website
- Enter one piece per line (the piece numbers are pre-printed and double-spaced):
 - Enter the title of the piece and the artist’s name
 - Enter the Minimum Bid [whole dollars] and Price after Closeout [whole dollars or “NFS”]

2. Fill out one “Boskone Art Show RESALE Bid Sheet” for each piece:

- Do not mark any of the boxes at the left
- Enter the piece number as your owner number and the sequence number (e.g., 307-800)
- Enter the artist’s name [exactly as on the Resale Master Sheet]
- Enter the title [exactly as on the Resale Master Sheet]
- Enter your name as owner [exactly as on the Resale Master Sheet]
- Enter the minimum bid [dollar amount exactly as on the Master Sheet]
- Enter the Price after Closeout [dollar amount or “NFS” exactly as on the Master Sheet]
- Circle one of Original, Reproduction or Other (anything which is neither a unique original nor a simple copy of one)
- Enter the medium used

3. For each piece:

- Put the title and artist of each piece on its back
- Write your owner number and the sequence number (e.g., 307-800) on a sticker
- Put the sticker on the back of its piece

Bring to Resale Check-in: (Noon-6 p.m. Friday, Feb. 15th, Grand Ballroom)

- Master Sheet
- Bid Sheets
- Some identification (preferably photo)
- These instructions
- Your art (of course)

Boskone 44 Art Show RESALE Bid Sheet

Artist: Pablo Phan Gogh Piece # 307 - 800

Title: Martian Sunset

Medium: Acrylic

Owner: Edgar Allan Poole

Price after Closeout: \$ 200.00

Original Reproduction / Other Minimum Bid: \$ 100.00

	Bidder's Name	Bidder #	Bid
<input type="checkbox"/>	1. _____	A _____	\$ _____ .00
<input type="checkbox"/>	2. _____	A _____	\$ _____ .00
<input type="checkbox"/>	3. _____	A _____	\$ _____ .00
<input type="checkbox"/>	4. _____	A _____	\$ _____ .00

Fourth Bid Puts Piece Into Voice Auction

Official Use Only - Written Bidding or Auction Results

Purchaser: _____ A _____ \$ _____ .00

Boskone Art Show Resale Master Sheet

Owner Name: Edgar Allan Poole Owner Number: 307

Piece Number	Piece Artist and Title	Minimum Bid or NFS	Price after Closeout
800	<u>Martian Sunset</u>	<u>100</u>	<u>200</u>
801	<u>View of Jupiter from Ganymede</u>	<u>50</u>	<u>100</u>

Resale Check-in and Check-out Instructions

1. Set-up and Check-in

We will set up the hangings and tables in the evening on Thursday, February 15th (resale check-in is NOT available on Thursday). If you are in town, please feel free to come and help. Resale check-in will be held in the Art Show area of the Back Bay Ballroom from noon to 6 p.m. on Friday. Please try to arrive early in the afternoon; if you cannot arrive before 6 p.m., send your art with an agent. The show will open to the public at 6 p.m., so it is crucial that all artwork arrive by 6 p.m. on Friday. **No other arrangements will be allowed without prior permission.** If you are late and have not made special arrangements with us, we may resell your space.

Check-in Procedure (noon to 6 p.m., Friday, February 15th):

When you sent in your entry form, you indicated whether you or an agent would be bringing your work to the show and who would be removing any unsold artwork from the show after closing. *Please notify us immediately if this has changed.*

Come to the entrance of the Art Show area of the Grand Ballroom during Check-in hours. A staff member will check you against our master list (please do have ID with you) and send you to a supervisor who will check your master sheet and bid sheets and take your art (which we will hang in the resale area). Please bring **ONLY** work you are entering into the Art Show.

You may check in to the Art Show before you register for the convention.

After any errors have been corrected, the supervisor will sign your master sheet. **Your artwork is not checked into the art show until the filled-out master sheet has been signed by a supervisor.** You are not permitted to leave anything in the Art Show except artwork which has been entered and signed for. We have no space to store or secure carrying cases or packing crates. If you do leave something behind, it is entirely at your own risk.

Relax. Once your paperwork is done, you have no further responsibilities to the Art Show until Sunday afternoon, when you must pick up your unsold work (if any). In the meantime, enjoy the convention. We expect to have a strong art-related program and to provide opportunities for artists to make contact with publishers.

2. Art Show Reception

We will hold an open reception on Friday evening, beginning at 10:00 p.m.

3. Resale Pick-up

You must remove your unsold art between 1 p.m. and 3 p.m. on Sunday. If you must leave before that, let us know as soon as possible so that we can try to arrange for you to pick up your unsold art between noon and 1 p.m. **Arranging pickup before 1 p.m. is difficult for us, and it is not possible to pick up art before noon (when written bidding ends).**

To pick up your unsold art, you **must** first fill out an Artist Check-Out sheet (or a Tally Sheet) for the pieces you are taking (name, owner number and a list of the piece numbers of the pieces; agent's name and address needed if an agent picks up work). The check-out sheet will be verified by a check-out clerk. This procedure creates a record of the pieces returned to you; every piece of art, sold or not, is checked out of the show. PLEASE NOTE: We do not all know every owner on sight. Please be prepared to show some kind of ID (preferably photo) to the check-out clerk.

4. Payment

We will send a full accounting of, and a check for, your sales about a month after the convention. We can handle a **few** requests for early payment; if you **really** need this, ask us before bidding closes at noon on Sunday and we will try to get you a check before you leave.