MagiCon Art Show Entry Form

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Art	ist or Au	uthorized	d Signat	ure (req	uired) _							
Arti	st Nam	e					Age	ent Name	e			
& :	address		_				& &	address				
(re	equired)						(i	if any)				
Tel	ephone						Tele	ephone				
Bes	st time t	o call _					Best time to call					
Му	art will	arrive at	the sho	w with [] me; [] my age	my agent; by other means					
Ret	urn artv	vork to [] me; []my age	ent; 🗌 o	ther		-,	*			
Ma	ke chec	ks paya	ble to _									
Circle one space fee in the char Permission is required to obt combination whose fee is marked							w.		Payment of the space fee from the chart is required to reserve space. This fee will be deducted from any commission owed on your sales.			
			1	Та	ble Spa	ce			Send bid sheets for items.			
		None	1/12	1/6	1/4	1/2	3/4	1	If we can't grant you space now, do			
	None	\$0	\$6	\$12	\$17	\$38	\$61	\$87	you wish to be put on the Wait List? ☐ Yes ☐ No			
١	1/3	\$16	\$21	\$27	\$34	\$56	\$81	\$110	Mail this completed form to:			
e e	2/3	\$31	\$37	\$44	\$51	\$75	\$103	\$133	MagiCon Art Show c/o MCFI			
Space	1	\$47	\$54	\$62	\$70	\$96	\$125	\$157	Box 46, MIT Branch Cambridge, MA 02139			
Panel	1 1/3	\$64	\$72	\$81	\$89	\$117	\$148	\$183#	For information on the Print Shop write			
۵	2	\$103	\$112	\$121	\$131	\$163#	\$198#	\$237#	to: MagiCon Print Shop			
	2 2/3	\$145#	\$156#	\$167#	\$178#	\$214#	\$253#	\$295#	c/o Larry Tagrin			
	3	\$168#	\$179#	\$191#	\$203#	\$240#	\$281#	\$325#	1024 Wall Road Keller, TX 76248			
\$ Space Fee (from chart) \$ Mail-in fee (\$20 if permitted) \$ Artist Table Friday @ \$12							 ☐ Check or money order enclosed (payable to "MagiCon") (All checks must be made out in U.S. funds, drawn on a U.S. bank, and have a federal routing code (e.g., 53-60/113) printed on them.) ☐ Charge my ☐ MasterCard or ☐ VISA account. Expiration date: / U.S. Funds Only, Please 					
\$ Total Amount							Card number:					
Any special requests?							Name on card:					
							Signature:					

December 7, 1991 MagiCon Art Show September 3, 1992 - September 7, 1992 c/o MCFI Box 46, MIT Branch Cambridge, MA 02139

Dear Artist.

Enclosed is an entry form for and information about the MagiCon Art Show, to be held at the Orange County Convention Center in Orlando, Florida, over the 1992 Labor Day weekend. Since we expect MagiCon to be attended by at least 6000 fans, sales should be good. Our goal is to have a well-balanced display of artists from all over North America and from around the world.

The Art Show will be about the same size as recent North American Worldcon art shows. We will have over 300 4-foot-by-6-foot panels for flat art, plus two dozen 6-foot-by-30-inch tables for 3-D works. Associated with the Art Show there will be a Print Shop (run by ASFA) and an extensive retrospective exhibit of SF art (organized by Vincent Di Fate, our Artist Guest of Honor).

Art will be sold by written bid, with voice auctions for pieces which accumulate sufficient bids. All pieces will remain on display until at least 2pm on Sunday. Multiple copies of reproductions may be sold for a fixed price in the Print Shop. For information about the Print Shop, write to:

MagiCon Print Shop c/o Larry Tagrin 1024 Wall Road Keller, TX 76248

Starting at 9:30pm on Thursday, we will hold an Art Show Reception for artists and their guests, the convention staff, and the publishing community.

The attached pages describe the rules for the Art Show. **Please read them carefully,** and write to us promptly if you have any questions. When you write, please be sure to write to us c/o MCFI at the address above, not at the main MagiCon address.

The Art Show in conjunction with the Program Division will be running a series of Artist Demonstrations near the Art Show throughout the convention. The demonstrations will be open to all convention attendees.

We will charge a 10% commission on sales, with both lower and upper limits on the amount paid by each artist (based on the amounts of space they reserve). When you reserve space in the Art Show, you must pay the amount shown in the chart on the entry form; this fee will count toward any commission you owe us but no part of it will be refunded if your sales are low. Commissions will be limited to \$150 per panel or table reserved. For example, an artist who reserves two panels will pay \$103 with his entry form and (no matter how high his sales may be) will owe us at most an additional \$197 commission. We have been forced to set our rates higher than we would like in order to even come close to covering our costs.

The Art Show rules try to be fair to both you and the art buyers; as with any compromise, this may not satisfy everyone.

We hope to hear from you, and we look forward to seeing your work in Orlando next Labor Day. Don't delay, or the show may be filled up!

MagiCon Art Show Entry Form											
I have read and agree to abide by the rules enclosed with this entry form. Date: 12 / 10 / 9/											
Artist or Authorized Signature (required) Phannie R. Tist											
Artist Name Phannie R. Tist							Age	nt Name	Joe Phan		
& address 45 Tribble Road							& a	ddress	105 Fiawol Avenue		
(required) East Overshoe, MA							92178 (if any)		Mildew, MA 02215		
Tel	ephone	(61	7) 55	5-7	1934		 Tele	phone	(508) 555-4538		
Best time to call 8 pm to lam											
My art will arrive at the show with ☐ me; ☑ my agent; ☐ by other means											
Return artwork to me; my agent; other											
Make checks payable to <u>Joe Phan</u>											
Circle one space fee in the chart I Permission is required to obtai combination whose fee is marked w							below. ain a		Payment of the space fee from the chart is required to reserve space. This fee will be deducted from any commission owed on your sales.		
Table Space									Send bid sheets for		
		None	1/12	1/6	1/4	1/2	3/4	1	If we can't grant you space now, do		
	None	\$0	\$6	\$12	\$17	\$38	\$61	\$87	you wish to be put on the Wait List? ✓Yes No		
	1/3	\$16	\$21	\$27	\$34	\$56	\$81	\$110	Mail this completed form to:		
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	3	\$168#	\$179#	\$191#	\$203#	\$240#	\$281#	\$325#	1024 Wall Road Keller, TX 76248		
\$ 21 Space Fee (from chart) \$ Mail-in fee (\$20 if permitted) \$ 20 Artist Table Friday @ \$12 Saturday @ \$12 Sunday @ \$8 \$ 41 Total Amount						Ex	Check or money order enclosed (payable to "MagiCon") (All checks must be made out in U.S. funds, drawn on a U.S. bank, and have a federal routing code (e.g., 53-60/113) printed on them.) Charge my MasterCard or VISA account. Expiration date: / U.S. Funds Only, Please Card number:				
Any special requests?							Name on card:				
						Sig	Signature:				

Please hang my art next to Pablo Phan Gogh's.

1. The Basic Rules

Only artists may enter the Art Show (either directly or via an agent), and each artist may enter only once. If an artist's work is hung in more than one place, the buyers become confused; and it is unfair to the other artists if the several places add up to more than the space limit.

While we have no objection to several artists entering as a group, that entry will be held to the normal limits for a single entry regardless of the number of members in the group, and the members of the group may not also enter individually or as members of other groups. Every piece submitted must be the work of (one or more of) the entering artist(s). Collaborative works may be submitted by any of the collaborators.

All entries must be your own original work on a science fiction, fantasy, or fannish theme, submitted by you or your agent. (See Section 4 for the rules concerning reproductions.) We have occasionally seen problems at other shows due to noisy or otherwise annoying items, so we must reserve the right to reject any entry. For example, things that make noise, flash lights, or move are likely to be shut off or disallowed completely.

All items to be entered must be completed before being brought into the Art Show; we have seen problems at other shows caused by artists adding finishing touches in the hanging area, and will not allow it.

All two-dimensional (flat) entries must be matted, mounted, or framed, and ready to be hung.

Once a piece of artwork has been signed into the Art Show, it may not be withdrawn, nor may any conditions of its sale (e.g., minimum bid) be changed.

Not-For-Sale work is allowed in the show and is eligible for awards, but we would appreciate it if at least half of your work is for sale.

The MagiCon Art Show cannot at this time promise to provide insurance coverage for art entered in the show. This should not cause concern, since we will use our best efforts to protect your art; however, you should ensure that your own insurance will cover your art while it is in the show.

The Art Show will have over 300 panels for flat artwork and about two dozen tables for 3-D pieces. (We will actually have a mixture of 4'x6' and 4'x4' panels, with 4'x6' being the official panel size and the 4'x4' panels being counted as 2/3 of a panel.) Since the demand for space in the show will be high, we must restrict the amount of space you can reserve so that as many artists as possible can enter. Most artists will be limited to at most two panels, and may be limited further as needed to ensure that we have a balanced representation of artists from all over North America and from around the world. Top artists will be given permission to have up to three panels, and this year's nominees for the Professional Artist and Fan Artist Hugos will be allowed some additional space. No artist will be allowed more than a single table for 3-D work. If you need a mixture of panel and table space, see the chart on the entry form. If you think that you have a convincing reason why allowing you to exceed these limits would be good for the art show, please write to us as soon as possible.

Due to the substantial effort required for us to unpack, hang, un-hang, and re-pack mailed-in art, we will allow very little of it. Please do not request permission to mail your artwork unless you really are unable to find any other way to get it to and from the show. If we allow you to mail your art, you will be limited to at most 20 pieces on no more than one panel or one-half table of space. There will also be an additional fee of \$20 (half of which will be refunded if everything you send is sold). If you mail art to us without our prior written agreement, we will return it.

2. How to Enter

To enter the MagiCon Art Show, please fill out and return the enclosed entry form as soon as possible. We have already had hundreds of inquiries, but no one has been sent information before the date of the cover letter. Advance reservations are required - no space will be available at the door unless there are last-second cancellations. The deadline for reservations is August 1, 1992, but we expect the show to sell out before then. If your entry arrives after the show is full, you have the option of being put on the Wait List to wait for cancellations. Entry forms received without full payment will be returned; however, if paying in full now causes you difficulty, send us an explanatory letter with your entry form -- we may be able to make special arrangements. You may pay by VISA or MasterCard or by a check or money order payable to "MagiCon". All checks must be made out in U.S. funds, drawn on a U.S. bank, and have a federal routing code (e.g., 53-60/113) printed on them; we would have to pay a substantial service charge to our bank for any check that did not meet these requirements. We do accept any postal money order which is made out in U.S. funds.

We will immediately acknowledge receipt of your entry form, indicating how much space has been reserved for you, whether part or all of your request has been Wait-Listed, etc. We will inform you whenever your reservation status changes (e.g., a space request that was on the Wait List has been granted). During July 1992 we will send master sheets, bid sheets, confirmation of your current status, and detailed instructions for bringing your art and checking it into the show to all artists who have space reserved, or who are on the Wait List but have a reasonable chance to be granted space due to cancellations.

To encourage early notice of cancellations, we will refund your fee in full if we receive notification of your cancellation by August 15, 1992. If you cancel your space after that, we will refund only half of your fee; if you

do not cancel and do not show up, you will receive no refund. We want to give those artists promoted from the Wait List a chance to make their arrangements. Let us know about any emergencies, such as travel delays, even if you think the news will reach us late; if you have not arrived by 6pm Thursday and have not made special arrangements with us, we may resell your space.

You may also choose how your art is to be treated after closeout (the close of written bidding). The Art Show closes at 2pm on Sunday to prepare for the final auctions and for the sale of pieces where written bidding has determined the purchaser; written bidding ends at that time. When the show reopens at 5pm, art with no bids will be available at the after-closeout price, if there is one. You have the choice, when you fill out your bid sheets, of setting an after-closeout price (which may be the same as or different from the minimum bid you had set earlier) or of designating your work as Not For Sale after closeout. We are aware that some artists dislike selling their artwork after closeout, either disallowing such sales or setting much higher after-closeout prices. We do not recommend this policy, since you may be forgoing sales to buyers who were outbid elsewhere and still have money to spend, or to committee members whose first opportunity to view the Art Show was Sunday evening. Still, the choice is yours.

If you have special requests, such as wishing to have your art hung next to that of a friend, please tell us on the entry form. We will try to accommodate you.

3. Fees and Space Allocation

- One-twelfth table

is

FEES: Our basic fee is a 10% commission on sales. To encourage artists to think about the amount of space they really need (and to prevent artists with no sales from getting a "free ride"), there is a minimum fee per panel or table occupied which must be sent with your entry form (see the chart on the entry form for details); this amount will be deducted from any commission owed, but no part of it will be refunded no matter how low your sales may be. So that artists with strong sales are not overcharged, the commission charged will be limited to a maximum of \$150 per panel or table occupied. (For example, an artist who occupied 1 1/3 panels would pay a total of at least \$64 but not more than \$200.)

We estimate that our total fees will cover about 75% of the Art Show's expenses. These expenses include our share of the cost of function space, guards and other security arrangements, postage, fees for the use of credit cards, various supplies, the cost of hangings and other equipment, our share of the general costs of the convention, and gratuities.

SPACE: The basic unit of space is the "panel", which is a hanging space approximately four feet high and six feet wide. For 3-D art, the basic unit is the "table", which will be six feet by two-and-a-half feet. Remember that the space you reserve must include any clearance between pieces, including space for their attached bidsheets, and that pieces may not extend beyond the edge of the panel or table.

We have a few lockable display cases, which are three feet wide by two feet deep. The tops are lexan, and slope up from two inches high in the front to six inches high in the back. If space in these is available, it may be substituted for table space at a rate of one display case for one-half table. If you would prefer a display case, please so indicate on your entry form. You may, of course, bring your own display case as long as it fits within your space.

If you will have a quarter-table or less and will be bringing items large enough to block the view of things placed behind them, please say so on your entry form. This will allow us to assign you space at the back of a table, so that we won't have to move your space during check-in.

If you wish to show pieces which do not fit into these categories, such as large, free-standing sculpture, write to us now for a rate quote. Please include details.

We will try to keep all work by a single artist together, but this may not be possible in all cases.

We will normally fill requests for space as shown below, although we may have to provide an area of different shape; if you will be entering large or unusually-shaped items and can only use certain arrangements, please tell us so on your entry form.

ease tell us so on your entry form.								
- Three panels		three spaces	4 feet high	by	6 feet wide	arranged in a 'U'.		
- Two & two-thirds panels	is	four spaces	4 feet high	by	4 feet wide	arranged in a broad 'U'.		
- Two panels	is	two spaces	4 feet high	by	6 feet wide	arranged in an 'L',		
·	or is	three spaces	4 feet high	by	4 feet wide	arranged in an 'L'.		
 One & one-third panels 	is	two spaces	4 feet high	by	4 feet wide	arranged in a straight line.		
- One panel	is	one space	4 feet high	by	6 feet wide.			
- Two-thirds panel	is	one space	4 feet high	by	4 feet wide.			
 One-third panel 	is	one space	4 feet high	by				
- One-half table	is	one space	36 inches wide	by	30 inches deep).		
 One-quarter table 	is	one space			30 inches deep			
	or is	one space	36 inches wide	by	15 inches deep).		
 One-sixth table 	is	one space	12 inches wide	by	30 inches deep),		
	or is	one space	24 inches wide	by	15 inches deep).		

one space 12 inches wide by 15 inches deep.

ARTIST TABLES: We will have a limited number of tables available for artists who want to do sketches, take commissions, just talk to their fans, etc. These tables will be located just outside the main entrance to the Art Show, and will cost \$12 (Friday or Saturday) or \$8 (Sunday) to reserve for a day. Everyone entering or leaving the Art Show will have to walk past them. We also plan to have a series of Artist Demonstrations in this area.

MEMBERSHIPS: Due to the layout of the space to which the Art Show has been assigned, everyone **must** have a convention membership in order to gain access to the Art Show. If this is a major problem for you, write to us and we'll try to work something out. MagiCon memberships are \$95 until March 31, 1992, and \$110 from then until July 15, 1992 (U.S. funds only, please, unless you are using one of our international agents). For further information, call (407) 859-8421 or write to:

MagiCon Box 621992 Orlando, FL 32862-1992

ART SALES: Buyers may pay for art with cash or by check, VISA, or MasterCard. You will not be charged a separate fee to cover credit card service charges since they are figured into the entry fees. We must collect the 6% Florida sales tax on all Art Show sales, but this is charged to the purchaser and will not directly affect you.

PAYMENTS TO ARTISTS: We will mail you a check within a month after the convention. This period enables us to balance the books, cross-check the bid sheets, and prepare for each artist a complete accounting of the overall show and of the artist's works. If you really need to be paid sooner, tell us before the convention and we will try to make special arrangements.

4. What You Are Selling

RIGHTS: We inform buyers that the purchase of art does **not** include any reproduction rights. Buyers who wish to reproduce the art they have purchased must make arrangements directly with you.

PHOTOGRAPHS: Only the official convention photographers and supervised press (including television) will be allowed to photograph the Art Show.

REPRODUCTIONS: These should generally be entered in the Print Shop; however, single copies of fine art prints and other limited-edition works are allowed in the main Art Show. Each reproduction MUST be clearly identified as such on its bid sheet. Please include the method of reproduction used (e.g., "Cibachrome Print: #7 of 50"). We particularly request that you not enter in the Art Show a copy of a piece which is also for sale in the Print Shop or the Hucksters' Room, since someone who bids on such an item and later discovers that he could have bought the same thing for a fixed price often feels cheated. You may post a notice on your panel that you have reproductions available in the Print Shop or in the Hucksters' Room.

5. Checking In and Out

SET-UP AND CHECK-IN: We will set up the hangings and tables on Wednesday, September 2nd. If you are in town, please come and help. Artist check-in will be held from 10am to 6pm on Thursday. Please try to arrive early; if you cannot arrive before 6pm, send your art with an agent. The show will open to the public at 7pm, so it is crucial that all artwork arrive by 6pm on Thursday. **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:

When you fill out the entry form, tell us whether you or an agent will be bringing your work to the show. We also need to know who will be removing any unsold artwork from the show after closing, especially if it is a different person. We need the names of these people in advance; otherwise, there may be delays while we determine that they are authorized.

During the Check-In hours of 10am to 6pm on Thursday, come to the Art Show in Halls B & C of the Orange County Convention Center. A staff member will check you against our master list of all registered artists and agents. You (or your agent) will then receive a packet containing Check-In instructions, an Artist ribbon, a ballot for the popular-vote Art Show awards, and an invitation to the Art Show Reception.

Read those instructions.

An Art Show area supervisor will show you your space in the show and answer any questions.

Since our staff is limited, we request that you hang your own work. Helpers will be available to supply hanging hardware and some repair materials, and to help you get started.

Please be nice to our helpers. Remember that they are all volunteers, and are doing this work only because they enjoy it.

When all your work is hung, fill out your master sheet if you haven't already done so. (Our helpers can assist you with this.) Your copy of your master sheet will be your receipt for all work entered, so make sure that all three copies are legible.

Get an area supervisor. This person will check your master sheet against your artwork. This checking will include examining the bid sheets, comparing titles and entry numbers, and checking the back of every piece to see that it is correctly identified. (You must write your name and address and the title of each piece on the back

of that piece. This eliminates confusion if a piece becomes separated from its bid sheet, and also provides useful information to the purchaser.)

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. We are trying to arrange a reasonably secure storage place in or near the Art Show for your packing crates, carrying cases, etc. Stay tuned.

Relax. Once your paperwork is done, you have no further responsibilities to the Art Show until Monday, 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.

ART SHOW RECEPTION: We will hold a reception for all artists, their agents and guests, the MagiCon staff, and the publishing community on Thursday evening, beginning at 9:30pm.

ARTIST PICK-UP: You must remove your unsold art between 10am and 2pm on Monday. If you have to leave before then, let us know as soon as possible so that we can arrange for you to pick up your unsold art after 5pm on Sunday. It will not be possible to pick up art before the time when Pick-Up-and-Pay first opens. Please do not pick up any pieces that have bids on them. If a bidder does not pick up his purchases, the Art Show will pay the artist and take responsibility for collecting from the bidder.

To pick up your unsold art, you **must** first fill out a pick-up sheet for the pieces you are taking. The pick-up sheet will be checked out 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 artist on sight. Please be prepared to show some kind of identification to the tally clerk. Naturally, we prefer picture IDs.

6. Selling Your Work

WRITTEN BID SALES: Each piece in the main Art Show will have a bid sheet with information about the piece and space for written bids. At 2pm on Sunday, the show will close for three hours and we will close out all artwork as follows:

a) Pieces with enough bids

Sent to a voice auction. Sold to the highest bidder.

b) Pieces with fewer bids

c) Pieces with no bids

1. Marked with an after-closeout price Available for sale.

2. Marked NFS after closeout Withdrawn from sale.

After the Art Show reopens, winning bidders must pick up and pay for their art, either on Sunday evening or on Monday. Convention members may re-enter the show, and may buy those unsold pieces marked as available for after-closeout sale.

AUCTION SALES: Pieces that have enough bids will be sent to a voice auction. There will be an auction Sunday evening from 5:30pm to 7pm, and there will probably be a final auction on Monday from 11am to 1pm. If necessary, there will be additional auctions earlier on Sunday and on Saturday. All items sold at any early auction will be re-hung and will remain on display until at least 2pm on Sunday.

7. Awards

We are happy to continue the tradition of awarding ribbons for exemplary artwork. To avoid having our staff count ballots until five o'clock on Sunday morning, a panel of judges will award most of the ribbons. The Best Artist (Professional and Amateur) ribbons will be awarded by popular vote. Balloting will close at 10pm on Saturday.

8. Security

From 10am Thursday until 2pm Monday there will be uniformed guards inside the Art Show area.

9. Art Show Schedule

Wednesday, Sep. 2	10:00am to	8:00pm	Set-up of hangings (Staff and helpers only)
Thursday, Sep. 3	10:00am to 7:00pm to	9:00pm	Artist Check-In Art Show open Awards voting Art Show Reception
Eridov Con 4	•		•
Friday, Sep. 4	10.00am to	io.oopin	Art Show open Awards voting
Saturday, Sep. 5	10:00am to 1	0:00pm	Art Show open Awards voting
Sunday, Sep. 6	2:00pm to	5:00pm 7:30pm	Art Show open Closeout and Set-Up for Sales Pick-Up & Pay Auction
Monday, Sep. 7	10:00am to	2:00pm	Pick-Up & Pay Artist Pick-Up
	11:00am to	1:00pm	Auction (probable)

There will be additional auctions on Saturday and earlier on Sunday if they are needed.

10. Filling Out the Entry Form

On the back of the cover letter is a sample filled-out entry form. Most of the items on the form have been covered in the previous sections of these instructions. Our sample artist, Phannie R. Tist, has informed us who she is and who her agent is and has signed the form.

Her agent will be bringing her art to the convention, but Phannie will be picking up any unsold items herself. Her money is to be sent to her agent.

Phannie has chosen to request 1/3 panel for her flat art and 1/12 table for her 3-D art. She would like an Artist Table on Friday and on Sunday. She has entered the correct fee of \$21 for space and \$20 for the Artist Tables, for a total of \$41. She enclosed a check payable to "MagiCon".

If some or all of her requests can't be granted at this time, she wants to be put on the Wait List in the hopes that someone will cancel. She intends to bring fifteen pieces of art to the show, so she is requesting that many bid sheets to be sent to her in July. Phannie wants her space to be next to that of her friend, Pablo Phan Gogh.

11. Disclaimer

While we fully intend these to be the rules which actually govern the MagiCon Art Show, we must reserve the right to make changes or interpretations if unforeseen circumstances arise. Any interpretations will be guided by the spirit, rather than the letter, of these rules.

FIRST CLASS MAIL

MagiCon Art Show c/o MCFI Box 46, MIT Branch Cambridge, MA 02139

MagiCon wod2 t1A

September 3, 1992 - September 7, 1992 Orange County Convention Center Orlando, Florida

Artist Information