



## Art Show Details

### Send all forms, fees, artwork to:

ConDFW  
750 South Main,  
Suite #150, PMB #14  
Keller, TX 76248

### Prices:

Through December 31st: \$15, for one table or panel  
January 1,-Con: \$20, for one table or panel  
Mail-in Processing: \$5 , No fee if *accurate* layout is provided, spaces are 4' x 4'  
Print Shop space provided for \$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.**

### Sizes and Payment

- All tables are 6'x18"; all panels are 4'x4'.
- Space can be reserved with completion of the 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.ConDFW.org](http://www.ConDFW.org).
- ConDFW will subtract 10% of sales total 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. If you would like to volunteer for Art Show, see [www.condfw.org/volunteers](http://www.condfw.org/volunteers)  
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 – 6 pm, Auction begins at 8 pm  
Sunday: 11 am – 4 pm, ALL art & merchandise must clear the room by 6:00 pm!!!

### Con Membership Passes:

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

### Mail-In Artists:

- The \$5 processing fee is new this year. It is due to the large amount of Mail-in art we received that was either poorly documented, without layout diagrams or just too much art provided for the space reserved. Spaces are 4' x 4', plan accordingly. No fee if accurate layout is provided.
- 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, not dangling 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. The US Postal Service will be used if no instructions are given.
- Email [info@condfw.org](mailto:info@condfw.org) and let us know when to expect your artwork so we can retrieve it promptly.
- All items MUST be shipped to arrive no later than **February 10<sup>th</sup>**.

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

- Please use the ConDFW shipping address found on the Space Request Form.
- A Mail-in Art Check List is provided 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. If you are going to be late in arriving to the convention, email info@condfw.com or make a note on your registration form on submission.
- All art displayed must be your own original work, and must be matted and prepared for hanging, 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 ConDFW assumes no liability for any losses incurred. Please insure your work against theft, damage, shipping issues, acts of higher power, etc.
- Artists are responsible for all sales taxes.
- 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.
- ConDFW reserves the right to refuse the exhibition of any work for any reason.

## **Regarding Agents:**

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. Please mail a copy of the statement below 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 ConDFW Art Show. Payment for any sales should be made to \_\_\_\_\_ (name) at \_\_\_\_\_ (address.)

\_\_\_\_\_ Agent name, address and phone number

\_\_\_\_\_ Artist name, Company, Address and phone number

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

## **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: \_\_ - 01, \_\_ - 02, \_\_-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
- 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 a \$5 Mail-in Art Processing Fee.
  - Return Postage Fee or Prepaid Shipping Label
  - Return Label for Box

**Art Show Registration Form**

**ConDFW**

|   |                                 |  |  |
|---|---------------------------------|--|--|
| <b>Company Name</b>   |                                 | <b>Website</b>   |  |
| <b>Contact Name</b>   |                                 | <b>Email</b>   |  |
| <b>Business Phone</b>                                       |                                 | <b>Cell/Home Phone</b>   |  |
| <b>Address</b>  |                                 |  |  |
| <b>City/State/ZIP</b>                                       |                                 |  |  |
| <b>Type of art pieces you sell, and please be specific:</b> |                                 |  |  |
|   |                                 |  |  |
|   |                                 |  |  |
| <b>Qty Tables</b> _____                                     | <b>Qty Panels</b> _____         | <b>Print Shop</b> [ <input type="checkbox"/> ] Yes [ <input type="checkbox"/> ] No |  |
| <b>Payment Info:</b>  | MO/Check# _____                 | Payment Total _____  |  |
|   | [ <input type="checkbox"/> ] MC | [ <input type="checkbox"/> ] Visa —Online  |  |
| <b>Shipping Instructions:</b>                               |                                 |  |  |
|   |                                 |  |  |
|   |                                 |  |  |

Your signature below indicates you have read, understand and accept the ConDFW 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 ConDFW Art Show rules may result in ejection from the Art Show and restriction from future ConDFW conventions. Your signature and payment indicate your request for space at ConDFW, subject to availability. ConDFW'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