



Noreascon Four/MCFI
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United States of America

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August 1, 2004

Dear _____:

Thank you for your entry into the Noreascon 4 Art Show. We are happy to confirm that your entry has been received and space reserved for you in the show. The form below indicates the total number of panels, tables and Print Shop items in your name, whether or not you plan to mail your art to us, who your authorized Agent is for purposes of this show, and the total dollar amount we have received from you for Art Show expenses.

Your Artist Number for Noreascon 4's Art Show is: _____. Please be sure you keep this number handy; you will use it for completing the enclosed Bid Sheets and your Print Shop Master Sheet.

Space Reserved:			
_____ Panels	_____ Tables		
_____ Copies of _____ items for the Print Shop.			
Artist Tables:	_____ Fri	_____ Sat	_____ Sun
Will art be mailed to us?	Yes	No	
Who will handle your art?	Artist	Agent	Noreascon 4
Name of Agent (if applicable): _____			

Please carefully read the instructions enclosed for completing Master Sheet(s), Bid Sheet(s), Print Shop Master Sheet(s) (forms enclosed); instructions for mailing art to us (if applicable); and instructions for Artist Check-In (if applicable). Should you have any questions or concerns not addressed in this mailing, please contact us by telephone or electronic mail as noted below. Please note that you must have a membership in Noreascon 4 if you are attending in person as the Art Show is located behind the Security line of the Hynes Convention Center. You will need to pick up your badge first in Hall A of the Convention Center before you can register your art.

Sincerely,

Gay Ellen Dennett, Art Show Director - Noreascon 4

artshow@noreascon.org

Phone: 508-653-8781 (6 PM – 12 midnight)

Summary of Instructions

Before the show:

Fill out your Master Sheet(s):

- Use ball-point pen and press firmly (both copies must be legible)
- Enter one piece per line, in piece number order:
 - Enter the sequence number
 - Enter the title of the piece
 - If for sale: Minimum Bid or NFS (dollars); Price after Closeout (dollars or "NFS")
 - If not for sale: Minimum Bid or NFS ("NFS"); Price after Closeout ("NFS")

If you have prints in the Print Shop,

Fill out your Print Shop Master Sheet:

- Use ball-point pen and press firmly (both copies must be legible)
- Enter one piece per line:
 - The piece number is pre-printed
 - Enter the title
 - Enter the number of copies
 - Enter the price for one copy
- Leave the Bin Code column blank

Put your name and address and the title and piece number on the back of each piece.

Bring to Artist Check-In: (10am-6pm Thursday, September 2, 3rd Floor Ballroom, Hynes Convention Center)

Bid Sheets
Master Sheet
Some identification
These instructions

Fill out one Bid Sheet for each piece:

- Enter your name
- Enter your artist number and the piece number
- Enter the title (exactly as on the Master Sheet)
- Enter the minimum bid (a dollar amount or "NFS")
- Enter the Price after Closeout (a dollar amount or "NFS")
- Circle one of Amateur or Professional
- Circle one of Original, Reproduction, or Other
- Enter the medium used

If you have prints in the Print Shop,

Print Shop Master Sheet

Releasing space: If you are unable to use part or all of your reserved space, please tell us as soon as possible so that we can let another artist use it.

Mail-in: If you have permission to mail your art to us, instructions are included in this mailing.

Print Shop fees: If you end up bringing a different number of prints than you expected, we will adjust your Print Shop fees to agree with the number of prints that you actually enter.

Prints entered in the Print Shop: must be matted or mounted so that they are stiff and protected -- otherwise we can't store them. All copies (including the display copy) of each print must be identical (except for minor variations such as the color of the mat). Every copy must be clearly visible through whatever packaging you've provided.

Items entered in the Art Show (except 3-D) must be ready to hang, using bulldog clips (for small matted items), picture wire, or some other sturdy mechanism. Every item must be complete -- once it is checked in to the show you may not work on it.

Storage: We are trying to arrange a reasonably secure storage place near the Art Show for your packing crates, carrying cases, etc. and can make no promises at this time about it's availability.

Payments to artists: A check for the amount of your sales and a list of each piece's final price and purchaser will be mailed to you about two months after the convention. This period allows time for checks and charges to clear through the banking system and the status of any non-picked-up pieces to be resolved, as well as enabling 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. Specifically, we will not be able to make any payments to artists at the convention. Secondly, if a piece is not picked up by the highest bidder, we will attempt to get him to pay for it but, if the attempt fails and the next-highest bidder no longer wants the piece at the price he bid, we will ship the art back to the artist (at our expense).

Questions, problems and solutions: If you have questions or problems, please write, email or phone. Call Gay Ellen Dennett at 508-653-8781 between 6 PM and midnight EDT. I have voicemail so feel free to call during the day. You can also send email to artshow@noreascon.org.

Noreascon 4 Art Show
c/o MCFI
P. O. Box 1010
Framingham, MA 01701
U.S.A.

August 1, 2004

Noreascon 4 Art Show Check-In Instructions

The logistics of hanging over 3000 pieces of art are complex, so we have had to establish the procedures and restrictions described below. They are designed for your protection and everyone's sanity, and we will keep the process as hassle-free as possible.

Enclosed with these instructions are Bid Sheets, one or more Master Sheets (on which to list the work you enter in the show), removable stickers (which go on the back of each piece of artwork with the work's piece number), and (if you have prints in the Print Shop) a Print Shop Master Sheet. If you need more of any of these forms call or write us, or download them from our website www.noreascon.org.

Artist Check-In will take place in the 3rd Floor Ballroom of the Hynes Convention Center from 10am to 6pm on Thursday, September 2nd. We are tentatively scheduled to open to the general convention membership at 6pm so please try to arrive early. If you cannot arrange for your art to arrive by 6pm, write or call us and we will make arrangements to accept it after hours. Early Check Out is allowed only by prior arrangement. You must register for the convention before you check-in as admission to the Hynes will be by Noreascon 4 badge only. Registration is located in Hall A of the Hynes Convention Center.

Artist Check-In will operate as follows: At the entrance to the Art Show area there will be a clerk with a master list of all entered artists and their agents compiled from the entry forms and any later correspondence. Anyone who is not on this list will not be able to enter the show without a hassle, so tell us in advance who will be bringing your art. Please have some form of identification with you as not all of our staff will know you by sight. You may bring a friend or two with you to help you hang your art.

You will be given a packet containing an Artist ribbon, an instruction sheet listing the check-in procedures in detail, an Art Show awards ballot, and an invitation to the Art Show reception (starting at 10:30pm on Friday, and held in conjunction with ASFA as a joint Art Show and Chesley Awards celebration). No one will be allowed into the Art Show when it is open to the general membership unless they are wearing a convention membership badge. Only members of the convention will be allowed to bid on artwork.

Once cleared into the show, go to the Art Show check-in desk where you will be asked to verify the information in our records. We will also request an address (usually a hotel name and room number) where you can be reached during the convention in an emergency. If you need more of any forms, get them here.

A supervisor will then show you where you are to hang or place your artwork, tell you how to get hanging supplies, and answer any questions you may have. You are welcome to place a nameplate, a description of yourself or your work, a business card holder, etc., on your panel or table.

Once all your work is placed or hung, a supervisor will check your Bid Sheets and your Master Sheet for correctness and legibility. Your artwork will be checked to see that each item has your name and address, and its title and piece number, on its back. When everything is completed correctly, the supervisor will sign your Master Sheet and give you a copy as a receipt. We do not accept any responsibility for your art until a supervisor has signed the Master Sheet.

If you are entering work in the Print Shop, you must also check in with the Print Shop desk. They will assign a Bin Code and give you a Display Tag and set of Copy Tags for each different print you are entering. After you have entered the Bin Codes on your Print Shop Master Sheet and filled out the Display Tags and Copy Tags, they will accept your prints, check your paperwork for correctness and legibility, and then sign your Print Shop Master Sheet and give you a copy as a receipt. Again, we cannot accept any responsibility for your prints until your Print Shop Master Sheet has been signed.

Please bring only your own work into the Art Show. Do not have work by others in your portfolio, or swap pieces with other artists in the Art Show area. No artwork (except your own pieces which have not been entered) will be allowed to leave the show without special permission. For your protection, we must inspect all portfolios, crates, and so forth, on exit. (If you are an agent representing more than one artist, please only bring the work of artists that you are representing for this show into the Art Show area.) Security is difficult in the confusion of hanging, and we must protect your work in this way. Once you have checked in, hung your artwork, and completed all the paperwork, you have no further responsibilities until Monday when you must pick up your unsold work (if any).

Noreascon 4 Art Show Paperwork Instructions

Noreascon 4 Art Show Bid Sheet

Artist: Phannie T. Rist Piece # 500 - 1

Title: Portrait of an Art Show Director

Medium: pen + ink

Price after Closeout: \$ 20 .00 Amateur / Professional

Original / Reproduction / Other Minimum Bid: \$ 15 .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
<input type="checkbox"/> 5. _____	A _____	\$ _____ .00
<input type="checkbox"/> 6. _____	A _____	\$ _____ .00
<input type="checkbox"/> 7. _____	A _____	\$ _____ .00
<input type="checkbox"/> 8. _____	A _____	\$ _____ .00

Eighth Bid Puts Piece Into Voice Auction

"Official Use Only - Auction Results"

Purchaser: _____ A _____ \$ _____ .00

How to do piece numbers: Piece numbers are assigned by combining your three-digit Artist Number (listed on your Master Sheet) with a sequence number. For example, if your Artist Number is 257, your pieces will be numbered 257-1, 257-2, 257-3, etc. The piece number for each work must be placed on the line provided on the upper right corner of the bid sheet and on the back of the piece (on a removable sticker). In the "Number" column of the Master Sheet, simply list the sequence number of the piece (1, 2, 3, etc.)

How to fill out your Bid Sheets: Each piece of art that you enter in the show must have a Bid Sheet attached. On the blank Bid Sheets we have sent you, fill in your name, the title of the work, the piece number, and whether you wish to be considered a Professional or an Amateur. The Minimum Bid is the smallest amount allowed for the first bid on a piece before bidding has closed; fill in a dollar amount or "NFS" if the piece is Not For Sale. The Price After Closeout is the amount for which a piece may be bought outright if it received no bids, before bidding closes at 2 PM on Sunday; fill in a dollar amount or "NFS" if the piece is Not For Sale under these conditions.

Indicate whether the piece is a unique "Original" or a "Reproduction", or circle "Other" if it is neither (for example, a hand-colored limited edition print). Anything which is not a unique original, including hand-colored or otherwise modified copies, must be clearly marked as such (for example, Cibachrome print #1 of 5) in the "Medium" space on the Bid Sheet.

To the left is a sample of a correctly filled-out Bid Sheet.

How to fill out your Master Sheet: We have enclosed one or more Master Sheets with your name and Artist Number already filled in. For each piece you enter in the show, fill out a line on the Master Sheet listing the work's sequence number (1, 2, 3, etc.) and title. If a piece is for sale, enter the minimum bid you will accept for it in the "Minimum Bid or NFS" column, and put the amount acceptable when the show reopens after Close-Out or "NFS" in the "Price After Closeout" column. If a piece is not for sale, enter "NFS" in both the "Minimum Bid or NFS" and the "Price After Closeout" columns. Use a ballpoint pen and press firmly onto a hard surface when filling out the form, since your writing must be legible on both sheets (the copy will be your receipt). A correctly filled-out sample is shown below.

**Noreascon 4 Art Show
Artist's Master Sheet**

Artist Name: Phannie T. Rist Artist Number: 500

Piece Number	Piece Title	Minimum Bid or NFS	Price after Closeout
<u>1</u>	<u>Portrait of an Art Show Director</u>	<u>15-</u>	<u>20-</u>
<u>2</u>	<u>Self Portrait</u>	<u>NFS</u>	<u>NFS</u>

Other paperwork: On the back of each piece of work you enter in the show, write your name, address, and the title of the work. Copy the work's piece number (for example, 257-15) from its Bid Sheet onto a removable sticker and place that on the back of the piece. The purchaser will appreciate having this information, and it helps prevent confusion in case a work becomes separated from its Bid Sheet. In those rare cases where it is not possible to do this without damaging the piece, don't do it; but please try to provide some easily-understood identification on each piece.

Noreascon 4 Print Shop Paperwork Instructions

How to do piece numbers: Piece numbers are assigned by combining your three-digit Artist Number (already listed on your Print Shop Master Sheet) with a sequence number. Sequence numbers 990 thru 999 are used for items in the Print Shop, and are also already listed on your paperwork. The same piece number applies to all copies of each item entered in the Print Shop.

How to fill out your Master Sheet: The Print Shop Master Sheet has your name and Artist Number already filled in at the top, plus lines for entering information about each set of prints with the sequence numbers 990 to 999 already filled in. For each set of prints, enter the title, the number of copies, and the price for each copy. Leave the Bin Code column blank; it will be assigned when you check in to the show. Use a ballpoint pen and press firmly onto a hard surface, since your writing must be legible on both sheets (the copy will be your receipt). A correctly filled-out sample is shown below.

Noreascon 4 Print Shop Artist's Master Sheet

Artist Name: Phannie T. Rist Artist Number: 500

Piece Number	Piece Title	Number of Copies	Sale Price	Bin Code
990	Portrait of a Frazzled Art Show Director	10	\$15.00	

Other things to do: On the back of every copy of each print write your name and address. Copy the piece number (for example, 257-990) for the set of prints onto removable stickers and place them on the back of each print. Without this it would be difficult for us to keep track of our inventory. Remember that all copies of each print must be matted or otherwise mounted, since we will not have the ability to store unmounted prints.

When you check in at the Print Shop desk, you will be given a Display Tag and a set of copy Tags to fill out for each set of prints. On the Display tag, enter the price, number of copies entered in the Print Shop Master Sheet. Also enter your name and the piece number (for example, 257-990), and enter the Bin Code from the Display Tag in the Bin Code column of your Print Shop Master Sheet. Enter the price of the print on each Copy Tag, and attach one to the back of every copy of the print.