

# 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.