

Albacon Art Show Forms

It saves a lot of time if you complete your paperwork before the convention. If you are attending or sending an agent to hang your work, then you simply go into the Art Show, check with the front desk for your space assignment, hang your art, have someone check your Control Sheet and Bid Sheets, and leave. If you are mailing in artwork, it saves the hangers lots of time and aggravation.

The Art Show Control Sheet

1. Be sure to put your name on the form.
2. The piece numbers are a combination of your three-digit artist code (in the upper right-hand corner of your control sheet) and the sequential number you assign your pieces (e.g., 311-1...311-15.) Enter these in the piece number column.
3. For each piece number, enter the piece's title and the minimum bid in the appropriate columns. We allow bidding only in WHOLE DOLLAR amounts, so round the minimum bid amounts up to WHOLE DOLLAR amounts.
4. If you need more copies of the Art Show Control Sheet, please feel free to copy the enclosed form.

The Art Show Bid Sheet

1. Every piece hung in the Art Show must have a Bid Sheet attached to it with the piece's title, medium, minimum bid, piece number, artist's name, and status (pro/am). If you need more copies than were provided, feel free to make extra copies.
2. For each piece listed on the control sheet fill out a corresponding bid sheet.
3. If the piece is an individual copy from a print run of less than 500, please list the method of reproduction, print number, and total print run as the medium. Any prints from a run larger than 500 must be entered into the Print Shop and sold for a set price. If you are sending more than one copy of a print, they must be entered into the Print Shop.
4. Please double check that the minimum bid listed on the Bid Sheet is the same as the one on the Control Sheet. If you're mailing in your work and there's a discrepancy, we will select the higher amount.

If you're mailing in art, please attach the bid sheets to the pieces before packing them.

The Stickies

These marvelous little pieces of paper let us identify and track every piece in the Show, should the Bid Sheet be separated from the item. PLEASE put artist and piece number on each one and attach it to the corresponding piece. These are especially important if you are mailing in artwork.