

ART SHOW HOURS FOR 2024

(Hours are subject to change at the discretion of the Art Show Staff.)

Thursday	7pm - 11pm (Artist Setup only)
Friday	10am – 9pm
Saturday	10:30am – 4pm
Saturday Auction	4:30 (open 2 hours after close of auction for sales and pick-up)
Sunday	10:30am – 12 noon (sales and pick-up) Noon – 3 pm (artist check out only)

I would like to thank each and every one of you for showing in our art show! If you are interested in volunteering please look over the information and the enclosed schedule times and decide when and what you would like to help with. We need the most help on Thursday evening and Sunday afternoon, but any and all help throughout the weekend is appreciated. As always, there will be a party for the volunteers on Sunday afternoon. Thank you in advance for volunteering to help! – Anna

ART SHOW FEES

Artists and/or agents will be allowed a **combined total of 3 panels and/or tables**. The exception to this is our Artist Guest of Honor. **Attending artists** may purchase additional panels at the discretion of the Art Show Staff, space dependent.

\$20 full panel (open metal grid, approximately 4' x7') **\$20** full table (6' x 30'')

See rules for artists regarding floor space.

Youth (under 13) and Young Adult (13-17) space is free (maximum of half panel/table). A 10% commission is charged on ALL artwork sold including Youth and Young Adult sales.

**Checks/money orders should be made out to
“Archon”**

**Archon 44 Art Show P.O. Box 440332 St. Louis, Mo 63144 Table
and Panel Requests**

**Email: archonanna@gmail.com or sent to Art Director Anna C.
Mulch 2050 S. 4th Springfield Illinois, 62703**

**You can also register your panels, tables and printshop online art
www. Archonstl.com. If you do register online, please send me a
copy of the receipt so I can mark down what you have paid for.**

PRINT SHOP FEES

\$7 per artist. (Artists/agents may register as many pieces of work and as many copies of each piece as they wish). A 10% commission will be charged on total print shop sales. Checks should be made out to “Archon” and sent with panel requests to the above address.

CANCELLATIONS AND REFUNDS

Cancellations must be received by me no later than noon on the Thursday before the convention. This will entitle you to a refund or credit for next year’s show (your choice). No-shows or failure to cancel by the posted deadline will forfeit any refund or credit.

RULES FOR ARTISTS ENTERING THE ART SHOW

Thank you for your interest in the Archon Art Show! The following is a list of rules and guidelines you should follow when mailing or bringing artwork to the convention:

\$20/full panel/table (open metal grid, approximately 4' x7') (6' x 30'')

Youth (under 13) and **Young Adult** (13-17) space is free (maximum half panel/table).

Print Shop - \$7 per artist (Artists/agents may register as many pieces of work and as many copies of each piece as they wish).

Floor Space Same cost for a full table or all the panels that could be fit into the floor space desired (table or panel) desired. (Depends on whether you want space in the center of the floor [panel] or next to the wall [table]). Floor space is severely limited.

No more than a combined total of three panels and tables will be sold to each artist or agent. Attending artists may purchase additional panels at the discretion of the Art Show Staff if space is available.

Payments must be received by **1 September 2024**. All paperwork (Control Sheets, Bid Sheets, Etc) will be sent by the end of August. When sending payment please include the number of control and bid sheets you will need. There is no limit to the number of pieces that you may enter in the show other than the limit of your space. We will also be providing digital, editable control and bid sheets. If you choose this method, please use two copies of the bid sheets so we have a receipt. Hard copies will be available upon request

A 10% commission is charged on ALL artwork sold during the event, including Youth/Young Adult sales. Checks/money orders should be made out to "Archon".

**Archon 47 Art Show P.O. Box 440332 St. Louis, Mo 63144 Table
and Panel Requests**

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Mulch 2050 S. 4th Springfield Illinois, 62703**

All should have a science fiction, fantasy, fannish or humorous theme. Archon reserves the right to refuse art that does not live up to this expectation. All art must be original or prints of your own original.

Original does not mean mold (greenware) ceramics or purchased kits. Limited exception will be made to this rule at the discretion of the Art Show Director. The Art Show Staff reserves the right to refuse art that does not fall into these categories. If you have questions on whether your art is acceptable, please contact the Art Show Director for clarification.

RE-SALE – For those that have had a change of taste or their personal art collection is becoming too large, there will also be a Re-Sale section in the Art Show if the space is available. It will be clearly marked as resale work only and will be sold for direct sale price only, there will be no bidding on this art. There will be a 10% commission on sales. Prices for space are the same as the Art Show (see above).

YOUTH/YOUNG ADULT – We will have a section reserved for youth/ young adult art. Each artist is limited to one-half panel/table and this space is free. To qualify as a youth the artist must be under 13, Young Adults are 13-17. Artists 17 and under may put art into the main Art Show, but they will pay full price for space and must have adult quality work. A 10% commission is charged on ALL artwork sold.

PRINTS – Follow the Print Shop Rules below.

3-D ART – Artists may enter small 3-D works of art or jewelry but should have a case to hold them. If you do not have a case, we have two

that you may use. If you do not have your pieces locked inside cases, Archon is not held responsible for theft or damage of items.

PRINT SHOP RULES

Cost - \$7 per artist. Artists/agents may register as many pieces of work and as many copies of each piece as they wish. A 10% commission will be charged on total print shop sales.

TO HAVE PRINTS IN THE ART SHOW PLEASE ADHERE TO THE FOLLOWING GUIDELINES:

1. Prints can be an open-ended run, they do not have to be numbered.
2. You may only hang one copy of each print
3. You may put a print in the Print Shop OR in the Art Show, but not both

To display prints for sale in the print shop, the artist/agent (an agent is the person or firm which has written permission, signed by the person or firm being represented, to transact business) must be attending the convention. We cannot accept prints for the print shop by mail, as we have no place for high-volume storage.

A print is defined as any copy of an original work, reproduced by mechanical means, such as photo offset, commercial printing, photographic reproduction or copying machine.

Hand-colored prints are considered to be original works of art and may, at the artist's or agent's discretion, may be displayed in the Art Show or the print shop, following the above guidelines

MAIL IN ART – All mailed in art **MUST** be insured and have adequate return postage via a UPS, FedEx, or USPS return shipment address label and insurance included in the shipment. All mailed in art must include a UPS, FedEx or Postal Service (USPS) return shipment address label.

NO CHECKS OR MONEY ORDERS WILL BE ACCEPTED FOR RETURN MAIL. ALL MAILED IN ART MUST HAVE COMPLETELY FILLED OUT CONTROL SHEETS AND BID

SHEETS AND BE READY TO HANG. Please make sure to include a lay out for your art to be hung on the panel. If there is too much art to hang, it will be hung at the discretion of the art director. If your paperwork is incomplete or the art not ready to hang, your work will not hang in the art show. **NO EXCEPTIONS.**

FYI- The Post Office (USPS) will supply you with Priority Mail Rate Boxes for free, either by going to your local Post Office to pick them up or by ordering them online at usps.com/shop to be sent to your address. For box size and availability please visit usps.com/shop. **Please be conscious that shipping has been taking longer than normal. Plan accordingly.**

PAYMENT – For space, checks/money orders should be made payable to “Archon” and sent to:

Archon 47 Art Show P.O. Box 440332 St. Louis, Mo 63144

MAIL IN ARTWORK – needs to be addressed to

Anna C. Mulch, Archon Art Director, 2050 S. 4th Springfield Il 62703

No mail in art will be accepted after September 26th, 2022 without emailing me or contacting me first.

If you are mailing in art and wish to use digital Control Sheets and Bid Sheets please print out 2 copies of each control sheet and bid sheet so we can keep track of sales and ensure you have a receipt for each sale.

Display space is on a first come, first serve basis. We ask that if you are attending the convention, please hang your own art. We are extremely busy Thursday evening and Friday, and if you do not hang it up yourself it will not get done until Saturday. All art must be picked up by 3pm on Sunday or it becomes property of the convention. The only exception to this is mail in.

The Art Show Staff will be at the Convention Center at the hours listed above. Hours are subject to change at the discretion of the Art Show Staff.

AUCTION – 2 BIDS TO AUCTION. THE ONLY EXCEPTIONS WILL BE THE ART SHOW AWARD WINNERS.

Items not sold at auction will be offered for sale on Sunday for the direct sale price if they received no bids prior to the auction. If an item received only one or two bids, then the high bidder (after the Art Show closes on Saturday) will get the piece at that price. After Art Show closing Saturday afternoon, the Art Show Staff will mark each bid sheet accordingly. Please remember the following price definitions:

Minimum Bid – The lowest price you are willing to sell the piece for.

Direct Sales – The selling price you will accept without the item being submitted to auction. This price can only be offered by an initial bidder who does not want to lose the piece due to a high bid in auction.

*****ONE BID (AT LEAST) SELLS THE PIECE*****

All art will be available at direct sale price on Sunday unless otherwise marked. **THERE WILL BE NO PRICE REDUCTION AFTER THE AUCTION.**

Inventory will be checked at registration. Prints may not be removed from the table during the show unless being purchased or withdrawn from display.

Each print offered for sale must have the price of the piece affixed on the back and must have the artist's signature, the print number, the number of prints per run, the run number (if more than one) and the date of the work in a visible area on the print.

DUE TO SPACE CONSIDERATIONS, MULTIPLE ARTISTS MAY BE PLACED IN THE PRINT SHOP BINS. (WE ONLY HAVE SO MANY BINS).

FLOOR SPACE

If you want to reserve JUST floor space-

The Archon committee decided that floor space would be charged for by the area where the personal equipment/art work would be placed. Only floor space is being used in a “table” area will be allowed and the floor space being used will be charged the same as table space.

For example:

Personal print bins will be charged for the amount of table space being used, so if you have a small print bin, you may be charged for a quarter or half of a table but if you have a very large print bin, you may be charged for a full table or more.

Free-standing artwork or personal art panels (any device to hang your art in a free-standing way) requiring floor space would be judged for the amount of table space used.

Also I cannot promise where the floor space will be made available to you. I will need to see your personal equipment and decide where it can best be fit into the floor plans already committed to. Therefore, the floor space may be in the middle or in the back of the art show, depending on where I can find floor space to spare.

If you do need floor space, please be advised that there may be additional charges for the floor space being used.

NEW THIS YEAR

We are going to have a section specifically for youth to shop and purchase art. This is purely voluntary. If you would like to participate that would be amazing! Liz and I were thinking a few pieces priced between \$5-\$20. This not only will get the kids more involved with the art show, but will help continue throughout and hopefully encourage and invite more youth involvement at Archon. If you are mailing art in and wish to participate, please note which pieces are for sale in the youth art show area.

POST CONVENTION

PAYMENT – Payment for sold art will be by check to the person specified on the control sheet and will be mailed within one month of the convention. No checks will be issued at the convention.

MAIL IN ART – Art will be returned within two weeks of the convention depending on the volume of artwork. All mailed-in art **MUST** be insured and have adequate return postage including insurance included in the shipment. If there isn't enough return postage included, the convention will deduct the balance from the sales or ask for a check to cover it after the convention. Also, all mailed-in art must include a UPS, FedEx, or USPS return shipment address label.