



LoneStarCon 3

August 29 — September 2, 2013

ART SHOW AND PRINT SHOP RULES

This document contains the rules and information for the LoneStarCon 3 Art Show and Print Shop. Please make sure you read ALL the rules carefully before applying to participate in the Art Show and/or Print Shop.

1. THE BASIC RULES

- Artists must have at least a supporting convention membership to be accepted into the Art Show and/or Print Shop. For information on convention memberships, visit our website at <http://www.LoneStarCon3.org/>.
- All entries must be original works with a science fiction, fantasy, horror, astronomical, fannish, or related theme.
- Artwork in any medium is eligible, including sculptures, photographs, digital, jewelry, etc.
- Only one copy of a print or reproduction may be displayed in the Art Show. Multiple copies of an image may be sold via the Print Shop. The same image may not be in both with the following exception: you may hang an original in the Art Show and sell prints of it in the Print Shop.
- Artists may enter the Art Show and/or Print Shop (either directly or via an agent), but each artist may enter only once.
- Several artists may enter as a group, but group entries are held to the same limits as for a single artist entry. Every piece submitted must be the work of (one or more of) the entering artist(s).
- Collaborative works may be submitted by any of the collaborators, but all collaborators must be named as artists of the piece. Collaborative works are held to the same limits as for a single artist entry.
- All 2-D (flat) entries must be matted, mounted, or framed, and ready to be hung securely at the show. All items to be entered must be finished work, completed before being brought to hang in the Art Show. LoneStarCon 3 takes no responsibility for damage incurred at the show due to faulty hardware installed by the artist on their work.
- LoneStarCon 3 reserves the right to reject any work that is physically hazardous, is a nuisance (noise, intense flashing lights, etc.), is a copyright infringement, is libelous, or is patently offensive by community standards.
- Once a piece of artwork has been signed into the Art Show and/or Print Shop, it may not be withdrawn, nor may any conditions of its sale be changed (e.g., minimum bid), for the duration of the show.
- "Not-For-Sale" (NFS) work is allowed in the show, and is eligible for awards, but it is appreciated if at least half of your work is for sale.

2. DISPLAY SPACE

- The Art Show will be located in Exhibit Hall A of the Henry B. Gonzalez Convention Center.
- The Art Show will have approximately 240 4' x 4' pegboard panels for 2-D artwork, and 24 8' x 30" tables for 3-D pieces. The amount of space that each artist can reserve is restricted to this size so that as many artists as possible can participate.

- LoneStarCon 3 reserves the right to waive these limits whenever, in our opinion, it will improve the show. If you believe you have a good reason for being granted a waiver for anything, please write to us at artshow@LoneStarCon3.org.
- The Print Shop is a separate display area, with all copies of each print hung on large/extended pegboard hooks. Works for sale in the Print Shop will have a Print Shop label, because they are sold at a fixed price and not a bid sheet as in the auction. Buyers may immediately pick up and pay for Print Shop items throughout the convention.
- You must have at least 3 and no more than 10 identical copies of each image entered into the Print Shop. Copies of an image that are of a different size, matted vs. mounted, etc. should be considered as separate images when you are completing your Control Sheet inventory.
- 3-D items will be accepted into the Print Shop if, and only if, they can be hung in self-packaging.
- You must purchase Print Shop panel space, and there is a per-item fee.

3. RESERVING DISPLAY SPACE

Reservations can be made in two ways.

1. **By post, using a paper Registration form, and paying by U.S. check or U.S. money order.**
2. **Online through the LoneStarCon 3 website, and paying by credit card. This option is expected to be available from mid-February, 2013.**

- To enter the LoneStarCon 3 Art Show and Print Shop, please fill out and return the paper Registration Form or submit your online application as soon as possible. Advance reservations are required – no space will be available at the door unless there are last-minute cancellations.
- The deadline for reservations is **Wednesday, July 31, 2013**, but we expect the show to sell out before then. If your form arrives after the show is full, you will be put on the Wait List in case of a cancellation.
- All paper Registration Forms must be signed and returned by mail to this address:
LoneStarCon 3 Art Show
Attn: Scott Zrubek
210 Garden Drive
Friendswood, TX 77546
- All paper Registration forms must be accompanied by full payment, by either U.S. check or U.S. money order, made payable to "LoneStarCon 3 Art Show." Fees will be refunded in full if we receive notification of your cancellation no later than noon CDT on Tuesday, July 30, 2013.
- If none of the available payment options are practical for you (e.g. if you are an overseas artist and do not have a credit card), please contact the Art Show Director at artshow@LoneStarCon3.org to discuss alternatives.
- If you have special requests please tell us so on the entry form and we'll try to accommodate you.
- An email from the Art Show acknowledging receipt of your entry form will also indicate your reserved space, and what, if any, is wait-listed. You will also be informed if your reservation status changes (e.g., when a space request on the Wait List has been granted).
- Resale of gently used pre-owned art is allowed, but the owner is limited to a single panel and must note on their registration form that it is for resale so the correct bid sheets are sent to them. The same rules for matting, mounting, and framing apply to resale art.
- During June 2013, the following will be made available to all artists who have space reserved, or who are on the Wait List: master inventory, bid, and Print Shop control sheets, confirmation of your status, and instructions on bringing your artwork into the show.

IMPORTANT: If any emergency, such as travel delays, prevent you from checking in on time, let us know ASAP. If you do not inform us that you are cancelling ahead of time, do not telephone 832-859-8692, and/or do not show up, you will not receive a refund. If we have not heard from you as of 2 p.m. on Thursday, August 29, we reserve the right to resell your space.

Mailing Your Artwork When You Can't Attend

- Mailed-in artwork becomes a substantial task for Art Show Staff to unpack, hang, take down, and pack for shipping. Therefore, only a limited amount will be allowed.
- To request special permission to mail your artwork, please email artshow@lonestarcon3.org or send a letter to the address specified in Section 17 of these rules.
- If permission is granted, you will be limited to a maximum of 40 pieces on no more than two panels, AND one table of space, AND 40 pieces for the print shop.
- An additional fee of \$25, plus the actual amount of return postage for your artwork, will also be charged in addition to the panel fees.
- If you mail art to us without our prior written agreement, we will return it at your expense: no exceptions.

4. FEES

Our space reservation fees are as follows.

- \$35 per panel (4' x 4')
- \$50 per table (8' x 30")
- \$30 per half table (4' x 30")
- Print Shop fee is \$1 per print (not per different image).

In addition, there is a 10% commission on all sales, which will be deducted from the artist's sales payment.

Please note: the total fees collected cover an estimated 75% of the Art Show's expenses. Expenses include function space, security arrangements and guards, postage, credit card usage fees, office supplies, display furniture, extra lighting and A/V equipment, electricity, our share of the general costs of the convention, and gratuities.

5. DISPLAY SPACE AT ART SHOW

- The basic unit of space is the pegboard "panel," a hanging space that is four feet high by four feet wide (4' x 4').
- For 3-D art, the basic unit is the "table," which is eight feet by thirty inches (8' x 30"). Keep in mind that your reserved space must allow for clearance between pieces, and space for their attached bid sheets. Pieces may not extend beyond the edge of the panel or table.
- If you wish to show pieces that do not fit into these categories, such as a freestanding sculpture or display case, or a large or unusually sized piece, write to us now for a rate quote, including pertinent details. We will endeavor to fit you into the floor plan.
- It may not be possible to keep all work by a single artist together, but we will try.
- Requests for space will be filled according to the key shown overleaf.

Types of display areas:

1 panel	= 1 panel	4' high by 4' wide
2 panels	= 2 panels	each 4' high by 4' wide (end-cap)
2 panels	= 2 panels	each 4' high by 4' wide, arranged in an "L"
2 panels	= 2 panels	each 4' high by 4' wide, arranged in a straight line
3 panels	= 3 panels	each 4' high by 4' wide arranged in an "L" (3/4 of a bay)
4 panels	= 4 panels	each 4' high by 4' wide arranged in an "U" (full bay)
1 table	= 1 table	96" wide by 30" deep
2 tables	= 2 tables	side-by-side, at 96" by 60", OR end-to-end at 192" by 30"

6. ART SALES TO BUYERS

- All sale prices will be posted in U.S. dollars. Payment must be made in U.S. dollars.
- Buyers may pay for art with cash, check, traveler's checks, or credit cards.
- Artists will not be charged a separate or additional fee or fees to cover credit card service charges.
- A Texas state sales tax of 8.125% will be collected on all Art Show and Print Shop sales. This will be charged to the purchaser, and will not affect sales payments to the artists.

7. PAYMENTS TO ARTISTS

- LoneStarCon 3 acknowledges its obligation to pay each artist the monies collected from the sale of their artwork, less any fees and/or commissions stated in these rules and agreed to by the artist by their submission of a signed Art Show Reservation Form.
- Prompt payment to exhibiting artists is of the highest importance to LoneStarCon 3. Although payments are not being made to artists at the time of the end of the convention, our aim is to mail payments via U.S. check no later than 60 days after the end of the convention. In practice, we hope to reduce this to closer to 30 days.
- This will allow time for checks and charges to clear through all banking systems, and for the status of any non-picked-up pieces to be resolved. It also allows us time to balance the books, cross-check bid sheets, and prepare a complete accounting of the overall show and of the artist's works for each artist.

8. CONDITIONS PLACED UPON SELLING

Reproduction Rights: Buyers who wish to reproduce the art they have purchased must make arrangements directly with the artist. Buyers are informed at the Art Show that the purchase of art does not include any reproduction rights.

Photography within the Art Show: Only the official convention photographers and supervised press (including TV) will be allowed to photograph the Art Show. With permission of the Art Show personnel, artists, or their agents, will be allowed to photograph their set-up. Visitors to the Art Show will be informed of this policy via signage at the Art Show.

Reproductions for sale:

- Single copies of fine art prints and other limited-edition works are allowed in the main Art Show. However, the Print Shop is the place to sell photo prints, etc.
- Each reproduction must be clearly identified as such on its bid sheet.
- Please include the method of reproduction used (e.g., Cibachrome print, serigraph, hand-pulled silk-screen, lithograph, computer), and the copy number (e.g. #8 of 100).

- You may not enter a copy of a piece in the Art Show for bidding that is also for sale in the Print Shop or the Dealers' Room. This avoids any possible price conflicts between bidders and buyers.
- You may post a notice on your panel that you have reproductions available in the Print Shop, in the Artists' Alley, or in the Dealers' Room.

9. SETUP, CHECK-IN, AND CHECK-OUT

Hangings and tables will be set up on Tuesday, August 27 and Wednesday, August 28. The Art Show and Print Shop open to the convention members on Thursday, August 29, at 1 p.m.

Artist Check-In:

- Please try to arrive early.
- Artist check-in is from 2 p.m. to 8 p.m. on Wednesday, August 28, and from 9 a.m. to noon on Thursday, August 29.
- If you cannot arrive before noon Thursday, you will need to have your art handled by an agent named by you, with prior arrangements approved by the Art Show
- All late check-ins must be made by prior arrangement with the Art Show Director.
- While we realize that not everyone can arrive this early, if you are late and have not made special arrangements with us, or do not call us if disaster strikes, we reserve the right to resell your space.
- If you are a "no-show," with no advance notice or explanation, there are no refunds if we fail to resell your space.

Artist Check-Out:

- All unsold art must be removed between 10 a.m. and 6 p.m. on Monday, September 2.
- Any early artist checkout will coincide with Sunday's Buyers' Pick-Up-and-Pay time from 6 p.m. to 8 p.m., and is by prior arrangement with the Art Show Director only.
- Do not pack up any pieces with bids on them.
- If a bidder does not pick up his purchases, the Art Show will attempt to obtain payment from them.
- If this attempt fails, we will ask the next-highest bidder if they still want the piece at the price they bid.
- If that too fails, we will ship the piece back to you, the artist, at no expense to you.

10. SELLING YOUR WORK

All pricing, and all sales collected, will be in United States dollars.

To facilitate written bids, each piece in the main Art Show will have a bid sheet/ID tag with information about the piece, and space for written bids. A final decision on how many written bids will send a piece to auction has not yet been made. Display-only pieces may be marked for display as "NFS" or "not for sale."

- At the close of the show on Sunday, all for-sale artwork will be closed out as follows:

Enough bids	→ Sent to the Live Auction.
Fewer bids	→ Sold to the highest bidder.
No bids, and marked "Available After Closeout"	→ May be purchased at the after-auction price.
No bids, and not marked "Available After Closeout"	→ Withdrawn from sale
- After the Art Show and Print Shop reopen, winning bidders must pick up and pay for their art. On Monday, convention members may re-enter the show and Print Shop, and may buy unsold pieces marked as available.

- **Live Auction Sales:** Items with enough bids will advance to the Live Auction, on Sunday, September 1, beginning at 3 p.m. Winners at the Live Auction may pay for, and receive, their art purchases at that time.
- **Print Shop Sales:** Whenever the Art Show is open, bidders may purchase items from the Print Shop at a fixed price, for immediate pick-up.

11. ARTISTS' ALLEY

An "Artists' Alley", comprised of a number of 8' x 30" tables in the Art Show area, will be available for use by attending artists on a per-shift basis.

- Each table has two chairs, and may have two pieces of 2' x 7' grid-wall (attached in a shallow V formation) for a sign or display of artwork.
- Time slots are available for Friday, August 30, and Saturday, August 31. There will be two shifts of 3 ¾ hours each, from 10:00 a.m. to 1:45 p.m. and from 2:15 p.m. to 6:00 p.m.

Allocations

- Artists with at least one panel or one half-table in the Art Show may get one table for one shift in the Artists' Alley at no charge. If attending the show on a limited membership, artists will be charged \$25 per shift, per table.
- These slots are allocated on a first-come, first-served basis for the first time slot. Each artist may request one or two time slots. The Registration Form includes space to indicate your interest in the Artists' Alley.
- Tables for all the artist's first time slots will be given first; any time slots left over will be given second, again on a first-come, first-served basis.

Allowed Activities

- Artists may sell their work from these tables, demonstrate their techniques, show their portfolios, arrange commissions, or just talk to convention members.
- If you want to do active art other than sketching, painting, or sculpture, please ask us first.
- No commission is charged on sales made at Artists' Alley tables.
- Artists are responsible for collecting and remitting their own sales tax to the state of Texas for all at-table sales.
- Information on sales will need to be given to the state just as with the Dealers' Room sales.
- We may possibly have electricity, but we will probably not have wi-fi in Exhibit Hall A, so please take that into consideration if you are planning to accept payment by credit card.

12. ART SHOW AND PRINT SHOP SCHEDULE

Tuesday, August 27	10 a.m. – 6 p.m.	Move-in/Set-up of Hangings
Wednesday, August 28	10 a.m. – 2 p.m.	Set-up of Hangings/Hang Mail-in
	2 p.m. – 8 p.m.	Artist Check-In
Thursday, August 29	9 a.m. – Noon	Artist Check-In
	1 p.m. – 7 p.m.	Open to Convention Members
Friday, August 30	10 a.m. – 10 p.m.	Open to Convention Members
	7 p.m. – 10 p.m.	Art Show Reception
Saturday, August 31	10 a.m. – 9 p.m.	Open to Convention Members

Sunday, September 1	10 a.m. – Noon	Open to Convention Members
	Noon – 3 p.m.	Closeout & Sales Set-Up
	2:30 p.m.	Live Auction starts
	3 p.m. – 8 p.m.	Early Buyer Pickup, After Auction Sales
Monday, September 2	10 a.m. – 3 p.m.	Buyer Pickup, After Auction Sales
	10 a.m. – 6 p.m.	Artist Checkout
	6 p.m. – 8 p.m.	Tear Down of Hangings; Pack Up Art
Tuesday, September 3	8 a.m. until done	Tear Down of Hangings; Pack Up Art

13. ARTIST SHOWCASE

LoneStarCon 3 will be creating an online artist showcase to promote the artists taking part in the Art Show. This will follow the same approach as the online galleries created for Renovation in 2011 (see <http://renovationsf.org/art-gallery.php>) and Chicon 7 in 2012 (see <http://chicon7.org/artist-gallery.php>).

Once you are accepted as an exhibiting artist for the Art Show, please email the following to artshow@lonestarcon3.org to enable us to create your showcase entry.

- A biography of no more than 250 words
- A digital photo of yourself, for use on the website
- A sample image of your artwork, in a TIFF, EPS or JPG format.
- The chosen artwork should be representative of your portfolio; please specify title and associated credits, if any.
- URLs for any website(s), social media, blogs, etc., that you would like us to link to.

Note: we can handle email attachments of up to 10 MB - if your image file is larger than this, please email us and we will arrange an alternative transmission mechanism.

14. AWARDS

We are happy to confirm that LoneStarCon 3 will continue the tradition of awarding ribbons for exemplary artwork. A panel of judges will award the ribbons.

15. SECURITY AND INSURANCE

We will have uniformed guards protecting the Art Show on a 24-hour basis during the convention.

We will be arranging insurance to cover artworks while they are on display in the Art Show or Print Shop. Please note that we will not be providing insurance to cover artworks while not in our possession, e.g. during shipping to and from the convention. Please ensure that your own insurance is in place where appropriate.

16. DISCLAIMER

LoneStarCon 3 reserves the right to make changes, or institute different interpretations of our rules governing the Art Show, should unforeseen circumstances arise. Any interpretations will be guided by the spirit, rather than the letter, of these rules, at LoneStarCon 3's discretion.

17. CONTACT INFORMATION

Postal address for Art Show entry forms and payments:

LoneStarCon 3 Art Show
Scott Zrubek
210 Garden Drive
Friendswood, Texas 77546

Email contact address for all queries regarding Art Show is artshow@LoneStarCon3.org

Full information on the Art Show and related activities can be found on our website at <http://www.LoneStarCon3.org/art/>.