

Boskone 45 Art Show

February 15-17, 2008
Westin Waterfront Hotel

January 26, 2008

Dear _____

Thank you for your entry into the Boskone 45 Art Show. We are happy to confirm that your entry has been received and space reserved for you in the show. This form 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, the total dollar amount we have received from you for Art Show expenses, and what amount (if any) you still owe us.

Your Artist Number for Boskone 45's Art Show is: _____. Please be sure you keep this number handy; you will use it for completing your Bid Sheets.

Space Reserved:		Paid:
_____ Panels	_____ Tables	\$_____
_____ Copies of _____ items for the Print Shop.		Owed:
You will print your own bid sheets for _____ items?	Yes No	\$_____
Will art be mailed to us?	Yes No	
Who will handle your art?	Artist Agent Boskone 44	
Name of Agent (if applicable):	_____	

Please carefully read the instructions enclosed for completing Master Sheet(s), Bid Sheet(s), piece labels, Print Shop Master Sheet(s) (forms enclosed or available from <<http://www.boskone.org/artshow.html>>); 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 electronic mail at artshow@boskone.org or, if necessary, by FAX at 781-642-1035 (currently not working, but should be fixed soon) or by telephone (with answering machine) at 978-952-6666.

Sincerely,

Ann Broomhead
Boskone 44 Art Show Directors

Tim Szczesuil

Summary of Instructions

Before the show:

1. Fill out your “Boskone Art Show Artist’s Master Sheet”

- ***If we sent you an NCR (two-part) form:***
 - Your name and artist number are already filled in
 - Use ball-point pen and press firmly (both copies must be legible)
- ***If you printed the form from our website:***
 - We will photocopy the form when you check in
 - Enter your name and your artist number from the list of artists on our website
- Enter one piece per line, in piece number order:
 - Enter the sequence number (1, 2, 3...)
 - Enter the title of the piece
 - ***If for sale:*** Enter the Minimum Bid [whole dollars] and Price after Closeout [whole dollars or “NFS”]
 - ***If not for sale:*** Enter the Minimum Bid [“NFS”] and Price after Closeout [“NFS”]

2. Fill out one “Boskone 44 Art Show Bid Sheet” for each piece:

- Do not mark any of the boxes at the left
- Enter your name
- Enter the piece number as your artist number and the sequence number (e.g., 172-2)
- Enter the title [exactly as on the Master Sheet]
- Enter the minimum bid [dollar amount or “NFS” exactly as on the Master Sheet]
- Enter the Price after Closeout [dollar amount or “NFS” exactly as on the Master Sheet]
- Circle one of Original, Reproduction or Other (anything which is neither a unique original nor a simple copy of one)
- Enter the medium used

3. If you’re entering the Print Shop, fill out your “Boskone Print Shop Artist’s Master Sheet”:

- ***If we sent you an NCR (two-part) form:***
 - Your name and artist number are already filled in
 - Use ball-point pen and press firmly (both copies must be legible)
- ***If you printed the form from our website:***
 - We will photocopy the form when you check in
 - Enter your name and your artist number from the list of artists on our website
- Enter one piece per line (the piece numbers are pre-printed and double-spaced.):
 - Enter the title
 - Enter the number of copies
 - Enter the price for one copy
- Leave the Bin Code column blank

4. For each piece:

- Put your name and address on the back of each piece
- Put the title of each piece on its back
- Write your artist number and the sequence number (e.g., 172-993) on a sticker
- Put the sticker on the back of its piece

Bring to Artist Check-in: (Noon-6 p.m.
Friday, Feb. 16th, Grand Ballroom B)

- Master Sheet
- If you have prints in the Print Shop,*
- Print Shop Master Sheet

- Bid Sheets
- Some identification (preferably photo)
- These instructions
- Your art (of course)

Boskone 44 Art Show Bid Sheet

Artist: Phannie R. Tist Piece # 172 - 2

Title: The Martian Child

Medium: Acrylic

Price after Closeout: \$ 200 .00

Original / Other Minimum Bid: \$ 150 .00

	Bidder's Name	Bidder #	Bid
<input type="checkbox"/>	1. _____	A _____	\$ _____ .00
<input type="checkbox"/>	2. _____	A _____	\$ _____ .00
<input type="checkbox"/>	3. _____	A _____	\$ _____ .00
	4. _____	A _____	\$ _____ .00

Fourth Bid Puts Piece Into Voice Auction

Official Use Only - Written Bidding or Auction Results

Purchaser: _____ A _____ \$ _____ .00

**Boskone Art Show
Artist's Master Sheet**

Artist Name: Phannie R. Tist Artist Number: 172

Piece Number	Piece Title	Minimum Bid or NFS	Price after Closeout
1	<u>When Harlie Was Won</u>	100	NFS
2	<u>The Martian Child</u>	150	200
3	<u>The Man Who Folded Himself</u>	NFS	NFS

**Boskone Print Shop
Artist's Master Sheet**

Artist Name: Phannie R. Tist Artist Number: 172

Piece Number	Piece Title	Number of Copies	Sale Price	Bin Code
990	<u>The Martian Child</u>	5	25	
991	<u>Doctor Who vs. the Tribbles</u>	5	20	

Artist Check-in and Check-out Instructions

1. Set-up and Check-in

We will set up the hangings and tables in the evening on Thursday, February 15th (artist check-in is NOT available on Thursday). If you are in town, please feel free to come and help. Artist check-in will be held in the Art Show area of the Grand Ballroom from noon to 6 p.m. on Friday. Please try to arrive early in the afternoon; if you cannot arrive before 6 p.m., send your art with an agent. The show will open to the public at 6 p.m., so it is crucial that all artwork, for both the Print Shop and the Art Show proper, arrive by 6 p.m. on Friday. **No other arrangements will be allowed without prior permission.** If you are late and have not made special arrangements with us, we may resell your space.

Check-in Procedure (noon to 6 p.m., Friday, February 15th):

When you sent in your entry form, you indicated whether you or an agent would be bringing your work to the show and who would be removing any unsold artwork from the show after closing. *Please notify us immediately if this has changed.*

Come to the entrance of the Art Show area of the Grand Ballroom during Check-in hours. A staff member will check you against our master list (please do have ID with you) and give you Check-in Instructions, an Artist ribbon, a coupon for a free drink at the reception Friday evening, and a ballot for the popular-vote Art Show awards. You may bring a friend or two to help you hang your art. 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. No artwork (except your own pieces which have not been entered) will be allowed to leave the show without special permission.

You may check in to the Art Show before you register for the convention.

Please read the Check-in Instructions carefully.

An Art Show area supervisor will show you your space in the show and answer any questions.

Since our staff is limited, we request that you hang your own work. Helpers will be available to supply hanging hardware and some repair materials. Please be nice to our helpers. They are all volunteers doing this because they enjoy it.

When all your work is hung, recheck your Master Sheet. (Our helpers can assist you with this.) Your copy of your master sheet will be your receipt for all work entered, so if you have an NCR (two-part) form make sure that both copies are legible.

Find an area supervisor to check your master sheet against your artwork. The supervisor will examine the bid sheets, compare titles and entry numbers, and check the back of every piece to ensure correct identification. (You must write your name, address, and the title and number of each piece on the back of that piece. This eliminates confusion if a piece becomes separated from its bid sheet.)

After any errors have been corrected, the supervisor will sign your master sheet. **Your artwork is not checked into the art show until the filled-out master sheet has been signed by a supervisor.** You are not permitted to leave anything in the Art Show except artwork which has been entered and signed for. We have no space to store or secure carrying cases or packing crates. If you do leave something behind, it is entirely at your own risk.

To enter items in the Print Shop, fill out the Print Shop master sheet and list the title, price, and number of copies of each item entered. Each item will be assigned an ID, and all copies of the item must have a tag with this ID and the price attached to them. After you have done this, it will be checked by a Print Shop supervisor who will sign the master sheet and give you a copy as your receipt. We will hang one copy of each print and store the remainder.

Relax. Once your paperwork is done, you have no further responsibilities to the Art Show until Sunday afternoon, when you must pick up your unsold work (if any). In the meantime, enjoy the convention. We expect to have a strong art-related program and to provide opportunities for artists to make contact with publishers.

2. **Art Show Reception**

We will hold an open reception on Friday evening, beginning at 10:00 p.m.

3. **Artist Pick-up**

You must remove your unsold art between 1 p.m. and 3 p.m. on Sunday. If you must leave before that, let us know as soon as possible so that we can try to arrange for you to pick up your unsold art between noon and 1 p.m. **Arranging pickup before 1 p.m. is difficult for us, and it is not possible to pick up art before noon (when written bidding ends).**

To pick up your unsold art, you **must** first fill out an Artist Check-Out sheet (or a Tally Sheet) for the pieces you are taking (name, artist number and a list of the piece numbers of the pieces; agent's name and address needed if an agent picks up work). The check-out sheet will be verified by a check-out clerk. This procedure creates a record of the pieces returned to you; every piece of art, sold or not, is checked out of the show. PLEASE NOTE: We do not all know every artist on sight. Please be prepared to show some kind of ID (preferably photo) to the check-out clerk.

4. **Payment**

We will send a full accounting of, and a check for, your sales about a month after the convention. We can handle a **few** requests for early payment; if you **really** need this, ask us before bidding closes at noon on Sunday and we will try to get you a check before you leave.

Mail-in Art Instructions

For all mailed art, we require a mailing fee of \$20, which must be sent before the convention and separately from your artwork. We will also charge you our actual costs for return shipping.

Please allow plenty of time for your art to reach us; we do not want it to arrive after the convention. It would be helpful to send email to artshow@boskone.org , or a letter to

Boskone Art Show
c/o Tim Szczesuil
18 Oak Hill Road
Littleton, MA 01460

at the time you mail your work, telling us when you shipped it (and how) so we can watch for its safe arrival. If you send more than one package, please label them so we can tell how many to expect (e.g., 1 of 3 etc.). When your art arrives, we'll send you email or a postcard so you know it's OK.

Any of the following methods will work (please do consider paying for tracking where available):

Regular Mail; Priority Mail (First Class mail over 12 oz. in weight); or Express Mail (the Post Office guarantees next-day delivery, but allow at least two days —mail by 5 p.m. on Monday, **February 11th**, from any Express Mail post office); UPS (United Parcel Service); UPS Air; UPS Second-Day Air; DHL; Federal Express;

or,

Find a friend who is arriving on Friday and whom you trust to carry your art to the show (and tell us who that is). If your friend will also hang your art, handle your paperwork and collect your unsold art, designate them as your agent and we'll refund your mailing fee.

Where to send art:

Art should be shipped insured and **must arrive no later than Wed., Feb. 14th.** Send all art to:

Boskone Art Show
c/o Tim Szczesuil
18 Oak Hill Road
Littleton, MA 01460

Some shippers require a telephone number at the destination address. Tell them 978-952-6666.

Do not send your artwork to the NESFA Post Office box, the NESFA clubhouse or the convention hotel. If you do, your artwork is very unlikely to reach us before the show and may well be lost forever.

Please be sure to provide all the required information on the Bid Sheets, Master Sheet and stickers accompanying your artwork, since you will not be here to answer any last-minute questions. On the back of each piece, in addition to the removable sticker containing the piece number, put your name and address and the title of the piece. Each piece must be identified so that we'll be able to tell which Bid Sheet goes with each piece or replace a missing Bid Sheet. Include a packing list of the items listing titles and minimum bids (a properly filled out Master Sheet is fine). ***Please write legibly!*** If you wish, we will try to lay out your panel(s) according to a sketch you send, but if you send more art than will fit in the space you reserved, we will only hang the amount that fits.

Returning Art:

Any unsold artwork will be returned insured, packed in the same containers in which it was sent (unless they were damaged in transit) during the week after the convention. When we mail it, we will send you email or a postcard telling you that we have done so. If all of your work is sold, we will inform you of this good news. Any award ribbons you have won will also be mailed to you. In addition to the \$20 mail-in fee, we will charge you our actual cost for return shipping; this charge will appear on the final accounting we send you a month after the show.