

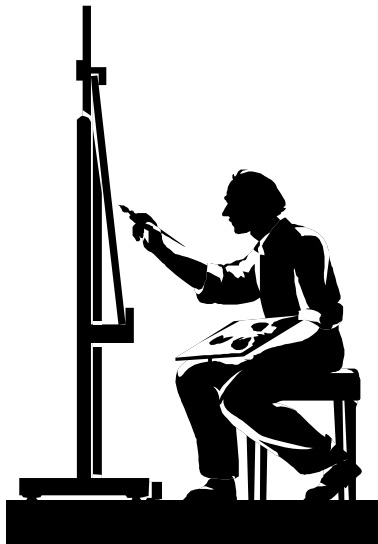
CONUCOPIA (NASFIC '99)

26 to 29 August, 1999

Dear Artist,

Hi, first we want to thank you for buying space in our show! Our records show that you have reserved _____ 3' wide by 4' high panels and/or _____ 4' wide by 2.5' deep table spaces. If you intend on mailing in your art, please arrange to have it arrive by 20 August, 1999. After that date we will be at the convention full time.

What follows are some guidelines for filling these dreaded but necessary forms out. Please note your artist's number is: _____



Paperwork

Please use the enclosed Control Sheets and Bid Sheets. If you need more, feel free to photocopy them (if you have more than 10 pieces of art you will have to make a copy before writing on the sheet!). Additional copies of the paperwork will be available at the convention. If you find that you need replacements, just contact us and we'll be happy to send more out. Additionally the forms will be available for download from the Convention Website (<http://www.99.nasfic.org>).

Control Sheets

For the column labeled "Piece #" please number your entries in order, starting from 1, on the first Control Sheet. If you need more than 1 Control Sheet, continue the sequence with 11, 21, etc.

When setting the minimum bid, please keep in mind that the piece may sell for that price. The minimum bid must be in whole dollars. We do not do quick sale. (Our area is not used to it and our experience is that it causes more confusion than it's worth.)

It is up to you to determine if you want to allow a piece to sell for the minimum bid after the normal auction. **Circle Y(es) or N(o) to indicate if the piece is available after the normal auction.** There is no separate after-auction price.

Buyers sometimes want to write the artists. Please indicate if we can give out your address. If you do not wish your address released, we will forward the letter to you after the convention.

Don't forget to sign that you have read these rules! (Sign where indicated at the bottom of the Control Sheet).

Bid Sheets

If there is a conflict of information between the Bid Sheet and the Control Sheet, the Control Sheet will be used.

There is a line at the bottom of the bid sheet stating that "Reproduction rights are not included." If you want to include reproduction rights with the sale, cross out the word "not."

Please indicate if the piece is available after the normal auction at the minimum bid. Cross out the other word to avoid confusion. This is important, as sales have been lost to artists who did not tell us this.

Thanks again.

You can contact us at (and if you are a mail in artist, ship art to):

**Elizabeth Klein-Lebbink & Jerome Scott
c/o Conucopia NASFIC '99 Art show
1010 E. Acacia Ave.
El Segundo, CA 90245
Phone (310) 640-0949
FAX (310) 640-8483**

Call in the evenings or leave a message (both lines have answering machines)

We are also online at artshow@99.nasfic.org

ATTENDING ARTISTS ONLY

Art Show Schedule:

Noon to 6 Wednesday Artist Check-In.

Open 10-6 Thursday – Late Artist Check-In.

Open 10-7 Friday.

8 pm Friday - The Art Show and ASFA have joined forces to hold an Artist's Reception. All registered Artists and their guests are invited.

Open 10-7 Saturday – bidding closes at 7 pm.

11 am Saturday – Children's Choice judging (3 awards – separate from the Judges Awards below).

4 pm Saturday – Judged Awards will be given in the following categories: Best In Show, Best 2D, Best 3D.

Open 10-3 Sunday – Art Auction at Noon.

3-4 pm Sunday – Attending Artist Pick Up and Check Out.

There will be periodic guided Docent tours of the Art Show – times will be finalized and printed in the Pocket Program Book.

MAIL IN ARTISTS ONLY

The following are SUGGESTIONS only for ensuring that your art reaches us in prime condition and is mounted and arranged the way you would have done it if you were able to physically attend the convention:

1. Follow the recommendations of your shipper for proper packaging (eg. UPS recommends 3" 'crush space' minimum between the box and the packed object).
2. Attach 'to' address label securely. Bigger is better. Include another inside the box in case the first one is damaged.
3. Include a self addressed 'to' label in the box with the paperwork (we really appreciate it). Bigger is better.
4. Include a map of your panel space with the art shown in the arrangement you want. Please don't forget to allow panel space for the bid sheets attached to each piece.
5. Insure your art on the way to us and tell us how much insurance you want for the return trip. If you do not, we will use the control sheet value of unsold art to estimate the insurance for the return trip.
6. Include a business card holder or other type of display/holder if you want your business cards or advertising pamphlets to be on the panels with your art.
7. If possible, please do not ship flat or plate glass. Please put a 'WARNING – GLASS' note on the box if you must ship flat or plate glass.

8. We know styrofoam packing 'peanuts' are handy, but please use some material that is less subject to static cling. These 'peanuts' take a long time to clean up.
9. Mail art to arrive no later than 20 August, 1999.