

First art show tips

- If you do not have paperwork signed and your pieces counted and checked in and out with a staff member, you will not get paid. Check in happens after you have arranged and displayed your art. You get a staff member and the paperwork and we go over the pieces and your set up. Check out happens just before you pack any unsold pieces away so we can agree on what got sold. It also has to happen with a member of art show staff. This way we can agree on what you should be paid for.
- All the pieces you want to sell need to have bid sheets on them and be on your control sheet. Otherwise no one knows what to pay for them. It's easier to fill them out before you get to the convention to set up your pieces.
- Print Shop is a space in the art show where you can put pieces when you have multiples of the same thing. Print Shop pieces aren't auctioned off, they are quick sale price which means they have a flat price. These also need to be checked in and out with the art show staff so we can assess how many pieces you need to be paid for. The Print Shop and main Art Show have two different control sheets. There is no planned out space for you in the Print Shop. You put your pieces next to anyone else's. This is not for pieces that we print for you, it's just a space for multiples of your pieces. If you have purchased space in the main art show you can bring up to 25 pieces. If you don't have space paid for in the main art show the fee is \$1 per piece.
- The convention will take 10 percent of every sale. Whether it's Print Shop or the main Art Show, the convention will take 10 percent of all sales.
- The convention will also handle sales tax for the pieces, you don't have to worry about that.
- It is a good idea to have some business cards or something similar for people who may like your art style to take along so they can reach out to you later for possible commission pieces. Remember to configure some kind of holder for them to work with your set up.
- If you have large pieces of artwork, please consider bringing along packing materials – for ease of transport for potential buyers.
- If you purchase a table, please be aware that you will need to bring your own displays.
- Please let a staff member know if you are open to potential buyers “testing out” (if the pieces have movable parts) the art.
- Please let us know ahead of time if you have any special lighting or power needs for your art.
- If you have any questions, please feel free to ask any staff member.