



MILLENNICON

Control/Bid Sheet Instructions

For those of you who are not familiar with SF convention art shows, the control sheet helps the art show staff keep track of what you have put in the show. The bid sheets are used for silent auction bidding; bidders will write the amount they wish to pay for your artwork. Instructions for filling out the forms are given below. In general, you write in the spaces that are not shaded. Shaded areas are for the art show staff.

A Bidder may purchase a piece at the direct sale price only when no other bids are present. When the direct sale price is entered, bidding stops and the piece is marked sold. The direct sale option has been very popular among convention attendees. One day members or those who have plans during the auction often are willing to pay three times the minimum bid if they really want the piece.

The direct sale price will also be used as the after auction price when the art show opens on Sunday. If you wish to exempt a piece from Sunday sale indicate this in the direct sale column.

Feel free to include any additional instructions about how you want the sale of your artwork to be handled.

BID SHEETS

Fill out a bid sheet for each piece. You fill in the lines above the first heavy line. The pro/semi-pro/amateur entry is for the fan award category only. Please make sure to include your artist number and piece number in the required space. Do not use a personal piece number for your art, but number it 1 through n, where n is the number of pieces you're sending.

If the piece is not available for direct sale write N/A in the space.

CONTROL SHEETS

Part 1: Artist Information

This sheet is your registration information. Please be sure to fill out the entire thing, especially the personal information and the Control information. The grey areas in the Control box are for our use and will be filled out after the convention. If you do not include shipping information your package will be returned via US Priority Mail and insured for \$100 unless we do not have enough funds to cover the return. Please note that we use the UPS store for all shipping apart from US Mail and consider your costs accordingly.

Part 2: Art Information

This sheet is your art information. Please be sure to include your name and Artist Number at the top of the page as this document must be cross referenced with the previous sheet. As with the bid sheets, make sure to number your pieces from 1 to n. Please note that we only guarantee display based on how much space you reserved in your Bid Sheet Request. Any excess art will be shown only if there is space left after the rest of the show has been hung.

If you have further questions or need more forms write:

Millennicon Art Show
c/o Deborah J. Brown
PMB-122
5818 Wilmington Pike
Centerville, OH 45459

e-mail: kosagi@woh.rr.com
<http://community.livejournal.com/millenniconart/>