



# MILLENNICON

## Registration Instructions

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As of 2009, this form takes the place of the Control/Bid Sheet Request Form *and* the first page of the control sheet. Please make sure you fill everything in correctly to help ensure our operations go through smoothly.

The Registration form consists of four (4) parts; mailing, registration, shipping, and payment.

### **Mailing**

This section contains your address and contact information and should require no explanation.

**IMPORTANT:** Please make sure you put your artist number (if you have one) in the correct place. We organize the artist files by this number and need it there to help us find your paperwork. Your artist number can be found on all your paperwork unless this is your first time with us. We will supply you with a number if you need one.

### **Registration**

This section contains the information we use to reserve your panels for you. Please make sure you select the best fit to the size and kind of art you're displaying. Also, if you are requesting 4x4 panels, ask for them early as we have a limited number (2) to reserve.

### **Shipping**

This tells us how you want us to return your package. If you are a walk-in artist, or are sending your art through an agent, this section doesn't need to be filled out. Please note that if you are using a priority mail box or have a large amount of priority mail tape on the box the USPS will not allow us to send it back any other way. Also, please note that we use the UPS store for UPS packages.

### **Payment**

Use this section to tell us where to send your check if it's going somewhere other than your address. Also use it to tell us what name should be on the check.

If you have further questions or need more forms write:

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