



MILLENNICON

INSTRUCTIONS FOR WALK-IN ART

These are the procedures we follow when you bring in artwork to the convention with you.

CHECK-IN

Check-in of hand-carried artwork will begin at 3pm, Friday, unless other arrangements are made.

Check-in will be faster if you have all of the forms filled out beforehand.

Hanging fees must be paid at this time if they have not been already.

Typically, we will pay artists by check. If you need to be paid in cash, or in advance, please discuss this with the art-show director ahead of time, so we can be prepared.

You will get to keep a copy of the control sheet for your records.

You may hang your own work if you desire.

A request we have of those entering fragile 3-D objects.
– Please include some packing material that the buyer can use to transport the purchase in safety. Packing “peanuts”, plastic bag and twist-ties are cheap and readily available. Individual boxes would be ideal.

CHECK-OUT

The art show closes at 1pm on Sunday. Artists may begin picking up artwork at that time. This will give us time to get the paperwork squared away. Arrangements can be made if you need to remove your artwork earlier. You will be paid by check unless you made other arrangements when you checked in.

You will also receive a copy of the control sheet and of the bid sheet of each piece sold.

For your protection, our staff will not allow anyone to take artwork from the room without a signed control sheet or a signed buyer receipt.

If you have any questions, or need more forms, write:

Millennicon Art Show
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