

Interaction Art Show Paperwork Instructions.

How to complete your Bid Sheets: We have enclosed a one-page template containing four identical Bid Sheets for you to copy and complete. Each piece of art that you enter in the show must have a Bid Sheet attached to it. On each Bid Sheet, fill in your name, the title of the work and the medium, e.g. acrylic, laser print, etc. For the Minimum Bid, which is the smallest amount you will accept for the first bid on a piece, put a whole number amount in Pounds Sterling, or "NFS" if the piece is Not For Sale. The Sale After Auction price is the amount for which you will allow the piece to be bought outright if it receives no bids by the time bidding closes at 1 PM on Sunday. This should also be a whole figure amount in Pounds Sterling, or "NFS" if the piece is Not For Sale generally, or if you do not want to offer a Sale After Auction option.

How to fill out your Master Sheets: There are three master sheets to complete.

- The Artist Summary Sheet confirms your personal details and payment preferences, and also enables mail-in artists to confirm how they are paying for unsold art to be returned to them.
- The Original Artwork Control sheet lists all of the original art works that are being entered in the show. Extra copies can be made of this sheet as required. Please number each sheet clearly, e.g. page 1 of 5, page 2 of 5, and so on. Please make sure that the information entered here – Title, Material, Minimum Bid and After Auction Price – matches the information on the matching Bid Sheet.
- The Print Shop Control sheet lists all of the prints that are being submitted to the Print Shop. Please enter the Title and number of copies of each Print you are entering, along with its sales price. If you are not submitting work to the Print Shop, you may ignore this sheet.

Please complete each sheet, writing clearly in block capitals. Use ink, not pencil.

When to Send Us Your Paperwork:

We would like to receive your Control Sheets prior to the convention. This will enable us to enter all of your information into our database. Don't worry if you are forced to make some changes after sending your sheets to us: you can email us with the changes or tell us when you arrive.

Depending on your plans, you will need to make either two or four copies of the Control Sheets:

- If bringing your art with you, post us one copy, and keep one copy with you.
- If shipping your art, post us one copy; put one copy inside the sealed box of artwork; put another copy in an envelope taped to the outside of the box of artwork; and keep a final copy with you. This applies whether you are attending the convention or mailing your art work in.

Your control sheets should be posted to us at

Interaction Art Show
379 Myrtle Road,
Sheffield,
South Yorkshire S2 3HQ,
UK

as soon as convenient but if at all possible to arrive by 15th July 2005.

Additional Information for Mail-In Artists

*The following information **only** applies if you are arranging your own mail-in. If you are using the US Consolidation service being offered by Jannie Shea, please contact Jannie for instructions at alyconart@yahoo.com. Details of the consolidation service can be found on the Interaction web site at <http://www.interaction.worldcon.org.uk/artship.htm>.*

If you are a mail-in artist then you need to include return postage for your art work. Our preferred payment options for this are by Sterling cheque drawn on a UK bank account, or by credit card.

You can estimate the postage required based on how much it costs you to send the artwork to us in Glasgow. If you send insufficient funds, we will deduct the excess cost from the final amount that we owe you from your sales. If the postage is less than the amount you send (e.g. if all of your artwork is sold), we will refund you the difference.

You must also ensure that the packing materials are sturdy enough to be usable for the return shipment and that you have included return mailing labels.

When you mail your work, e-mail us and tell us when you shipped it (and by what method) so we can watch for its safe arrival. If you send more than one package, please label them so we can tell how many to expect (for example, 1 of 3, 2 of 3, etc.). Please ensure that your work will arrive **no earlier** than 1 August. ***We will have space to receive at the SECC starting 1 August but no earlier and if they send earlier, it will likely be refused. If this is likely to cause you a problem, please contact the Art Show Area Head at artshow@interaction.worldcon.org.uk and we will try to help.***

Please be sure to provide all the required information on the Control Sheets and on the Bid Sheets and stickers accompanying your artwork, since you will not be at the convention to answer any last minute questions. On the back of each piece, in addition to a removable sticker containing the piece name, put your name and address. Each piece must be identified so that we'll be able to tell which Bid Sheet goes with each piece or replace a missing or damaged Bid Sheet if necessary. Include a packing list of the items listing titles and minimum bids (a properly filled out Master Sheet is fine). If you wish, we will try to lay out your panel(s) according to a sketch you send, but if you send more art than will fit in the space you have reserved, we will only hang the amount that fits.

Any unsold artwork will be returned to you after the convention. Any awards or Ribbons you may have won will also be mailed to you.