



Westercon 70

LepreCon 43 | ConAlope

Mail-In Artwork Procedures and Tips

If you are mailing or shipping your artwork to the Westercon 70 Art Show, here is the information which you need to read and follow. Much of this is standard for those of you have sent work to many art shows, but there is always a first time for someone!

Mail-In Fee

1. Mail-in artwork requires additional handling by the convention staff. Because of this, there is a \$15 mail-in fee.
2. Adequate funds for return of your artwork by your choice of carrier-mail, UPS, Federal Express, etc. must be included when the artwork is sent.

Control Sheets

3. Please fill out the enclosed control sheets and bid sheets and enclose them with your artwork.
4. Control sheets can be photocopied if you need more. Make as many copies of the control and bid sheets that you may need.
5. Check to be sure that the titles/prices, etc. match on control sheets and bid sheets. Prices should be in whole dollars only.
6. Print as legibly as possible. If we can't understand a title, price or media or if there are discrepancies, we can't display that item unless we can contact you to check on it.
7. Please contact Annette Sexton-Ruiz if you have questions or concerns or need more forms. Please phone **(602) 667-0511** and leave a message. This is a landline, so do not text. It will not be accessible during the con. She will be checking voicemail daily. Alternatively, please e-mail artshow@westercon70.org.

Item Labels

8. Label all artwork with title/date/price and your name, where possible.
9. For small items such as jewelry, or other 3-D artwork where individual labeling is not feasible, please send a sheet with clear descriptions of each and/or code the pieces in some fashion. Alternatively, put small jewelry in small envelopes with the descriptions written on the envelope.

Packaging

10. Please pack your artwork carefully. We will inspect it all very carefully when opening the packages and call you if there are any signs of damage. Remember to check with your carrier about insurance.
11. Label the shipping packages with your name and address on each one. If you use more than one package, please indicate how many; i.e., '1 of 3', '2 of 3', '3 of 3'.

Layout

12. Feel free to send us a suggested display layout of your artwork. Remember; panel space is 4' x 4' and table space is 3' x 2½'. You also need to allow for placement of bid sheets next to your pieces, so do not have artwork right up against each other without spacing for bid sheets.
13. If you send more artwork than you have space on the panels or tables that you have reserved, art show staff will hang only the pieces that fit, using their own discretion.

Deadlines

14. Please send your artwork to arrive **no later** than Monday June 26, 2017, so that we can plan the layout and installation of artwork before the start of the convention.
15. If you know your art will not arrive until the week before the convention, please ship via **US Postal Service**. If UPS is used and we are not there to receive it, the art will not be available for pickup or delivery until the next business day.
16. Please ensure that it arrives **absolutely no later than the Wednesday before the convention as we will be at the hotel and not available to pick-up or receive art.**
17. If your artwork arrives late, we cannot guarantee that we will be able to get it to the convention. In the past, we have had artwork arrive after the convention. Please give us a call or e-mail at the above address if it is going to be late.
18. We reserve the right to not accept artwork received after the Monday, June 26, 2017 deadline, so please make every effort to have it shipped early.

Returns

19. While we hope that you sell all the artwork that you send and all we need to send back is a check, this is not always the case. If your artwork needs to be packed in a special way, such as certain pieces in certain packages, please include that information on a separate sheet. It's not always obvious after the show which pieces came from which cartons.
20. Please tell us how you want your work returned—US mail, UPS, Federal Express etc.—and provide adequate return postage (and insurance). If this information is not provided, we will use our own judgment and probably the cheapest (slowest) carrier. Refunds of surplus postage will be included in our payment checks to artists. Likewise, we will deduct return shipping costs from your sales if you did not provide adequate postage.

Address

21. Please send your artwork directly to a residential address:
Annette Sexton-Ruiz
Westercon 70 Art Show
2327 E. Fairmount Ave.
Phoenix, AZ 85016
22. **Do not send send any artwork to the Leprecon, Inc. / Westercon 70 PO Box!**