



Art Show Processes

General Guidelines

As a member of Otakorp, you have the opportunity to participate in the Otakon Art Show. You may visit the art show to view artwork. You may register as an artist to sell your own artwork. And you may register as a bidder to purchase artwork created by other members of Otakorp through the Otakon Art Show silent and live auctions.

New for 2018, the bidding and sale of artwork is facilitated by online auction software operated by Otakorp. In order to participate as an artist or bidder, you must agree to follow new rules associated with this new format.

1. In order to sell artwork in the silent or live auctions, you must register as an artist.
2. In order to buy artwork in the silent auction, you must register as a bidder.
3. You must be at least 18 years old to register as an artist and/or bidder at Art Show.
 - a. If you are under 18 and would like to submit artwork, please have your parent/legal guardian register as your Artist Agent.
 - b. If you are under 18 and would like to bid on artwork, please have a parent/legal guardian register as a Bidder.
4. All bidding is managed through the online auction software operated by Otakorp. Online authentication to the online auction software shall be considered proof of identity and authorization for all bids or actions performed via the artist or bidder's online profile. Art Show staff recommends ensuring that you use a strong password, to never share your password with anyone, and to log out when you are not using the software. All access to the online software shall be over secure HTTPS. The privacy policy shall be listed online.
5. Ending bidding times may vary for different artworks.
6. **All payments for bids won must be complete before Sunday at 8:00 AM. All winning bids may be automatically processed using registered payment method.**
7. Any payments not made for bids won by this time are considered forfeit.
8. Artwork with forfeit winning bids will be made available for sale on a first-come, first-sold basis at the high bid price, or entered in the live auction, at the discretion of Art Show staff, and availability of auction items. Or, at the option of the artist, the artwork may be returned to the artist.
9. All bids are binding and irrevocable, and all sales are final.
10. Artists may not bid on their own pieces. Failure to follow this rule will result in the bid being invalidated, and may result in your dismissal from Art Show and removal of the art.

For The Artist

As a member of Otakorp, you have the opportunity to participate in the Otakon Art Show as an artist. As an artist, you may register your own artwork to be sold in the Otakon Art Show silent and live auctions. An original artist may authorize an agent to register on their behalf. All rules for artists then apply to the authorized agent. If an authorized agent for an artist wishes to enter Art Show as an artist they must register separately.

1. You must register an online profile at <https://artshow.otakon.com>. You agree that you have access to this website, and are responsible for the accuracy of all information associated with your online profile, and your artwork registration data, and agree to inform Otakon staff promptly in the case of any discrepancies.
2. Otakon staff will help you enter your artwork information into the online software. You may enter new information ahead of time, but all information must be validated by staff before your artwork may be listed in the gallery, bid upon, or sold.
3. The non-refundable registration fee to list artwork in the Otakon Art Show auction is \$30 for up to six (6) pieces of artwork, and \$30 for every additional 6 pieces. You may submit the data (title, medium, image, etc.) for your artwork registration at any time, but the registration fee must be paid in full and your registration validated by Otakon staff before your listing will be considered active.
 - a. [Promotion for 2018] Up to 5 pieces of "hentai" (adult) artwork may be registered for only \$1.00 (discount of up to \$29) when they are outside of the lot price.



4. Artist registration validation shall be completed at Art Show during posted times. Only upon validation may your artwork be displayed or sold in Art Show. When completing your registration you must have the following: (1) Completed online profile for yourself and each individual piece of artwork; (2) Government-issued picture ID, and (3) Completed applicable payment for registration (accepted via the online software, or received at a point-of-sale terminal at Art Show).
5. Unsold art must be reclaimed by the artist at the conclusion of Art Show during the Sunday hours posted. The artist shall provide a signature to confirm receipt of their unsold artwork. Any unsold art left behind after the convention closes on Sunday becomes the property of Otakorp, Inc. and may be disposed of at the discretion of Art Show staff.
6. Otakorp shall remit payment to the artist for sold artwork approximately within 6-8 weeks after the Art Show, for the sale price before taxes, less a 15% commission fee.
7. We are required to collect tax information from you during registration. All artists must complete a W-9 or similar form as part of registration.

For The Bidder

As a member of Otakorp, you have the opportunity to participate in the Otakon Art Show as a bidder. As a bidder, you may bid on artwork listed for sale by artists in the Otakon Art Show silent and live auctions, and if you win take home unique artwork created by members of our community. There is no fee associated with registration, though taxes may apply to all sales.

1. You must register an online profile at <https://artshow.otakon.com>. You agree that you have access to this website, and are responsible for the accuracy of all information associated with your online profile, your bids, and agree to inform Otakon staff promptly in the case of any discrepancies.
2. Otakon staff will help you enter your registration information into the online software. You may enter your information ahead of time, but all information must be validated by staff before your profile will be considered active, and before you can bid upon or purchase artwork in the silent auction.
3. Bidder registration validation shall be completed at Art Show during posted times. Only upon validation may you bid on artwork displayed in the silent auction. When completing your registration you must have the following:
 - a. Completed online profile for yourself.
 - b. Government-issued picture ID.
4. An online profile is not required to bid on or purchase artwork from the live auction.
5. Ending bidding times may vary for different artworks.
6. **All payments for bids won must be complete before Sunday at 8:00 AM.** The total due shall be the grand total of all winning bids, plus applicable DC tax. (5.75% as of printing) Payments must be made online through the online software.
7. Any payments not made for bids won by this time are considered forfeit.
8. Only the original bidder may pick up items won. No exceptions.
9. All won artwork must be claimed by the winning bidder at the conclusion of Art Show during the Sunday hours posted. The bidder shall provide a signature to confirm receipt of their purchased artwork. Any purchased art left behind after the convention closes on Sunday shall be considered a donation to Otakorp, Inc. and may be disposed of at the discretion of Art Show staff.
10. No artwork will be shipped after the convention by Art Show staff for any circumstances.

Other Requirements and Recommendations

Regarding Artists And Artwork

- All art must be the original work of the artist. Artwork or reproductions of work created by other artists will not be accepted unless you are the authorized agent of the original artist. A signed Artist Agent Authorization from the original artist along with a photocopy of their government issued photo ID is required.
- Any and all art which is not an original "one of a kind" work, such as a cel photocopied from the artist's original sketch and painted in, must be clearly marked as such. (i.e. a print must be labelled as a print; Digital art must be labelled as digital art)
- Multiple prints of an artist's original work will not be allowed.
- All work submitted to the Art Show must be accompanied by the original artist (or their authorized agent), completed Art Show registration forms for both the artist and each piece of art, government issued Photo ID, and payment for the appropriate fees.



- Submitted material should be able to fit on an art flat (36" by 72"), or stand freely upon a standard table (20" by 68"). Freestanding art must be less than 23" tall. All artwork must be completed before submission.
- Items such as t-shirts, magnets, puppets, plushies, and so on, will be considered on a case-by-case basis. Otakorp, Inc., at the discretion of the Art Show staff, reserves the right to reject any submitted artwork, or to remove submitted artwork from display.
- Art that is for sale in the Dealer's Room or the Artist Alley will not be accepted for submission in the Art Show. There must be a significant difference between copies that are found elsewhere. A different size or scale than the artwork for sale in the Dealer's Room or Artist Alley might be rejected unless they are signed, numbered, or of a different medium. Refunds will not be given for artworks in violation of this policy. The final decision lies with the Art Show Department Head.
- Otakorp, Inc. will not be responsible for or defend any claims of trademark or copyright infringement raised against or in connection with artwork submitted for the Art Show.
- By completing and signing an artist registration form, you represent and warrant that you have the right to offer and sell all artwork or other goods submitted to the art show, and that such offering and selling will not infringe upon or violate any copyright, trademark, common law or statutory right of any person, firm or corporation. Further, by signing such artist registration form, you agree to indemnify and hold harmless Otakorp, its successors, licensees and assigns, and the officers, agents, employees, directors and representatives of each, from and against all claims, losses liabilities, judgments, costs, expenses and damages (including without limitation, attorneys' fees and legal costs) in connection with any claim arising out of the offer or sale of the artwork in the art show.

Regarding Bidders And Bidding

- You must register as a bidder in order to bid in the Art Show, unless participating in the live auction only.
- Once you place your bid on an item it is binding. You are agreeing to pay the price of your bid if you win the item. No exceptions will be made.
- No photography is permitted with the area of Art Show, nor directed towards Art Show from other areas. Please arrange your photo shoots in a separate area. Photographs of items visible on the online auction software are for reference purposes only, and may not be downloaded, "screen captured," or shared. All rights to artwork belong to the original artist.
- All bidding is managed through the online auction software operated by Otakorp. Online authentication to the online auction software shall be considered proof of identity and authorization for all bids or actions performed via the artist or bidder's online profile. Art Show staff recommends ensuring that you use a strong password, to never share your password with anyone, and to log out when you are not using the software. All access to the online software shall be over secure HTTPS. The privacy policy shall be listed online.
- **All won artwork must be claimed by the winning bidder at the conclusion of Art Show during the Sunday hours posted.** The bidder shall provide a signature to confirm receipt of their purchased artwork. Any purchased art left behind after the convention closes on Sunday **shall be considered a donation to Otakorp, Inc. and may be disposed of at the discretion of Art Show staff.**
- **No artwork will be shipped after the convention by Art Show staff for any circumstances.** Any items that the winning bidder wishes to ship must be retrieved and they must arrange shipping independently.
- Only the original bidder may pick up items won. No exceptions. Your identity may be validated before you are able to receive your items.
- No bags will be available, and Art Show will not have any means available to pack, store, or safeguard artwork. All artwork is sold as-is.
- By signing a bidder registration form, you agree to indemnify and hold harmless Otakorp, its successors, licensees and assigns, and the officers, agents, employees, directors and representatives of each, from and against all claims, losses liabilities, judgments, costs, expenses and damages (including without limitation, attorneys' fees and legal costs) in connection with any claim arising out of the offer or sale of the artwork in the art show.

