

Art Show Requirements & Recommendations

Requirements

1. In accordance with Washington DC law, 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, you must have your parent/legal guardian register as your Artist Agent using the Artist Agent Form along with a copy of their government issued Photo ID.**
 - b. **If you are under 18 and would like to bid on artwork you MUST have a parent/legal guardian register as a Bidder to bid on your behalf.**
2. Artists may NOT bid on their own pieces.
 - a. Your bid will be considered invalid and removed
 - b. You may be asked not to bid in the art show
 - c. Your piece could be removed
 - d. Do not bid on your own art

Artists Information

1. ***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 form the original artist along with a photocopy of their government issued photo ID is REQUIRED.
 - a. If an Agent wishes to enter Art Show as an Artist they must register separately.
 - b. If an Agent attempts to register their art under another Artist's registration both the Agent and the Artist may be disqualified from participating in the Art Show.
2. 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)
3. Multiple prints of an artist's original work will NOT be allowed.
4. 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.
5. 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.
6. Items such as t-shirts, magnets, puppets, plushies, and so on, will be considered on a case-by-case basis. While we heartily encourage free expression and exploration into varying media, 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.

7. 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.
8. 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.
9. 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.
10. At-Convention cost of submission is \$30 per lot (One lot is SIX (6) pieces of artwork).
11. Mail-In submissions will not be accepted in 2017.

Artist Registration and Submission Process

1. Only the *original artist* or their *authorized agent* may submit artwork at Art Show
2. Before getting into the Art Show Registration Line, You must fill out the Artist Registration form AND the Artwork Registration with accompanying Bidder Cards.
 - a. Each piece of artwork being submitted to the art show must be accompanied by a COMPLETED Bidder Card, with the Artist Name, Artwork Title and Medium CLEARLY marked. As well as an indication as to whether the piece being submitted is an original or a copy.
 - b. You must fill out the Minimum Bid section of the Bidder card;
3. Artists and artwork may be registered ONLY during the listed Hours of Operation. Hours are subject to change.
4. When registering, you MUST have the following:
 - a. Completed registration forms for both yourself and each individual piece of artwork.
 - b. Government-issued picture ID (your student ID and/or bank card will NOT be accepted)
 - c. Payment for the appropriate fees. (\$30 per lot)
5. Art Show cannot accept personal checks.

Artists Artwork Pickup

1. Artists may pick up their unsold art on Sunday ONLY at the times listed in the Hours of Operation.
2. The Artist pick-up line will be separate from the Bidder line.



3. Only the original artist or authorized agent may pick up unsold artwork. If the artist is not able to pick up artwork and would like to authorize someone to act as their agent they must provide a signed letter to that effect, along with a photocopy of their government issued pictured ID. ***All unsold artwork must be signed for.***
4. Any unsold art left behind after the convention closes on Sunday becomes the property of Otakorp, Inc. and will be disposed of at the discretion of Art Show staff. **NO artwork will be stored.**

Artists Recommendations

1. Fill out the artist registration and artwork registration forms in their entirety BEFORE you arrive at Art Show.
2. Please do not cut up the forms! They are designed to be single sheets for the staff to file easily.
3. If your piece is done in ink or pencil or some other easily damaged medium, we recommend protecting it with a layer of fixer or plastic covering.
4. Pricing your work for starting bid can be a challenge. We offer this tip: start your bid on the lower end of what you can stand. You don't want to short-change yourself; however, starting the bid too high will ensure nobody bids on it at all.
5. If you would like bidders and other attendees to be able to contact you or find you in the Artists' Alley please bring printed business cards the staff can tack up next to your work. Handwritten contact information will not be accepted.

Bidder Registration

1. Before getting into the Art Show Registration Line, you must fill out the Bidder Registration form.
2. Bidders may register ONLY during the listed Hours of Operation. Hours are subject to change.
3. When registering, you MUST have the following:
 - a. Completed registration form.
 - b. Government-issued picture ID (your student ID and/or bank card will NOT be accepted)
 - c. Valid Credit/Debit Card (This card will NOT be charged unless you become a delinquent bidder.)

Bidder Information

1. You MUST register as a bidder in order to bid in the Art Show. Unless participating in the Live Auction only.
2. 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.
3. Your barcode stickers prove your identity. DO NOT let these stickers out of your sight. You will be held responsible for ANY and ALL bids made with your stickers.
4. All bids MUST be made in whole dollar increments. Any bids found to violate this rule will be rounded UP to the nearest whole dollar amount. (i.e. If a bid of \$15.01 is found, it will be rounded UP to \$16.00)



5. If all the bid slots are full, you cannot place another bid. This item will be sent to the live auction and can be bid on then. (See the Hours of Operations for the Live Auction.)
6. Bidding ends 10pm Saturday. Any bids placed after this time are invalid.

Bidder Artwork Pickup

1. All items won **MUST** be picked up before the close of Art Show on Sunday.
2. Bidders who do not pick up items won will be considered delinquent.
 - a. Delinquent bidders will be charged a delinquent bidder fee of \$35, and a shipping fee of \$50 or \$125 for over-large art pieces
 - i. Over-large art pieces are: Canvas, prints, or three dimensional mediums that must be shipped in a box/container that exceeds 26" in any dimension or exceeds a weight limit of 25 lbs.
 - ii. The over-large art fee will also apply to ALL artwork being sent internationally
 - b. Framed pieces will **NOT** be shipped framed. Frames will be removed and discarded before artwork is shipped to the delinquent bidder.
 - i. Please be aware unframed pieces may be shipped in poster tubes
3. The Bidder pick up line is separate from the Artist pick up line
4. Only the original bidder may pick up items won. No exceptions.

Bidder Recommendations

1. Put your Barcode sticker on the back of your badge. This will make pick up faster and easier.
2. Do **NOT** bid more than you feel comfortable with. Once your bid is placed it is binding and cannot be removed.
3. **BRING A PEN!**

Have fun at the convention, and especially at Art Show!

Contact Information:

Maxwell Bloch

Art Show Co-Department Head
Otakon Convention 2017
maxwell.bloch@otakorp.org

Alexa Leitkowski

Art Show Assistant Department Head
Otakon Convention 2017
aleitkowski@otakorp.org

Chris Jennings

Art Show Co-Department Head
Otakon Convention 2017
cjennings@otakorp.org

