



Comic-Con International: San Diego 2015 Art Show Rules

Dear Artist,

We hope you will consider exhibiting your artwork at the 2015 Comic-Con International held July 9th – 12th (with Preview Night on July 8th) at the San Diego Convention Center.

Last year Comic-Con welcomed over 130,000 attendees and exhibitors making our event the largest gathering of comic book and pop culture fans in the United States. Among those attending are professionals from all areas of the popular arts including, but not limited to: comic book artists, writers, and creators; television and film writers, directors and executives; and artists of varying disciplines.

If you would like to have your work displayed, please be sure to read all the rules carefully; especially note the policy on abandoned artwork. As always, on the enclosed entry form is a statement that you must sign and date, acknowledging that you have read the rules and agree to follow them to receive display space within the show.

The attached survey will help show staff to place every artist within the show to their best advantage so please be sure to fill it out and send it in. Artists who have not exhibited at our show previously will need to send either photostats or a web page showing the type of work you do. If you have any questions regarding the rules, please send an email to 'artshow@comic-con.net'. If you would like, you can fax your question by sending it to: (619) 414-1022, ATTN: LaFrance Bragg, Art Show.

While Comic-Con International may provide security guards in the art show area, we cannot be responsible for lost or stolen artwork. Please be sure to mat your artwork or in the case of 3-D art, please place it in an appropriate display. **REMEMBER TO INSURE YOUR ARTWORK.**

Once the art is on displayed, it is not to leave the art show area unless sold or removed permanently by the artist or the agent. **There is NO in and out of art pieces.**

Remember, the art show fills up fast, so send your entry form and payment in early. Control sheets and other forms you need will be mailed to you upon your entry acceptance. Thank you and we hope to see you at the show.

La France Bragg
Comic-Con International: San Diego 2015 Art Show Coordinator
Post Office Box 128458
San Diego, CA 92112-8458
www.comic-con.org/cci/art-show

Comic-Con International 2015 Art Show Rules

As art show rules may change from year to year: please READ THESE RULES CAREFULLY!

Your signature on your entry form is your agreement to follow these rules and all applicable laws of the state of California and the United States where applicable. If you fail to follow the rules, you will be removed from the art show and entry fees will not be refunded. Signing the application means you will be held to all the rules, whether you read them or not.

The exhibitor shall at all times protect, indemnify, save and keep harmless Comic-Con International: San Diego against and from any loss, cost, damage, liability or expense which arises out of or by reason of any act or omission of the exhibitor, his employees or agents.

- (1) Each exhibition panel, table, or floor space rents for \$35. The category in which an entrant applies will not affect the rates charged for display. There is no commission on sales. If you send an application in without payment, you do not have a reservation – nothing is assigned until payment is made.

We accept mail-in artwork – if you wish to do this, please note it on the application (so that we know to expect it). If you are attending, but wish to ship your artwork to the show and have us ship it to you after the show, there will be a service charge in addition to the return postage fees (that, or you can take the artwork yourself to the FedEx Office station in front of hall D and handle it yourself).

You may agent for one or more artists – but use one application for all, and one control sheet for all artists (you will be assigned one artist number for your use – not one for each artist).

- (2) Every artist exhibiting within the art show must sign, date and return a copy of the entry form. Each exhibiting artist must pay for at least 1 (one) art show space (no sharing of space unless all is under one artist).
- (3) Entries are limited to original works with themes of animation, comics, science fiction and fantasy, or fandom. These may be in any medium that can be displayed in our space.
- (4) Reproductions of any kind are allowed, but only one copy of any image may be shown. Computer generated art will be limited for entry. It must be identified as such and not over priced. The art show is not the sales floor; if you want to sell multiple copies of either a 2-D or 3-D art piece, we suggest checking into either an artist alley table or dealer's table (you cannot 'man' your art show space – it interferes with our operations – you can 'man' a table on the sales floor). If you are a mail-in artist and send multiple copies of the same image, only one copy will be displayed – even if it sells before close-out.
- (5) If you show artwork featuring a character that belongs to someone else, you must credit the owner/creator. For example, a drawing of Superman or Wolverine must be labeled on the physical artwork: "© DC Comics" or "© Marvel Comics", respectively, in addition to having your signature. If an authorized agent of the copyright holder complains about the presence of the artwork in the show, we must (at minimum) change its status to 'NOT FOR SALE' or NFS (if you do not have written permission to use the property). We will not show artwork that defames any real person or any fictional character. The judgment of the art show coordinator is final.
- (6) CCI's art show is open to viewers under 18 and is subject to the City of San Diego's (adult materials) laws. Artwork unsuitable for our audience will not be displayed. Your art as it is displayed must be approved by the art show coordinator before your application will be accepted. The judgment of the art show coordinator in this matter is final. Please write or fax the art show coordinator before the show if you have questions.
- (7) Two-dimensional works must have surfaces not easily damaged by hanging. This means that these pieces will be mounted and matted. If you feel that your artwork is valued at more than \$100.00 per piece, we strongly recommend that before it is displayed that you frame or shrink-wrap the art. And please, no glass in frames – it breaks too easily (either in transit or if the hanging hardware is inadequate – use Plexiglas).

If your artwork is framed or is a canvas frame, we strongly suggest you use a hanging wire to put it on the board. A sawtooth hanger works fine for nails, but not pegboard hooks - it is likely to fall off the panel, and we cannot

be held responsible for poor mounting. Using a row of hooks to perch your artwork on is also not acceptable (artwork will fall off the panel). If your artwork can't be clamped with a standard bulldog clip, you must provide secure mounting hardware compatible with a standard pegboard hook. If we feel that your artwork cannot be displayed safely, we won't allow it on a panel.

- (8) Our panels are a mix of 4' x 4' pegboard and fabric-backed corkboard. If you intend to hang a business card holder, keep in mind that it must not interfere with bid sheets; the art show staff will not be responsible to supply business cards or flyers. We will provide hanging hardware (binder clips or Velcro™ dots, depending on the board). We will be as careful as we can when hanging mail-in two-dimensional art; however, we will take no responsibility for pieces that are damaged in hanging or shipping. Artists need to estimate their space needs somewhat realistically – an artist that sets up on three 4' x 4' pegboard panels and places a single 6" x 6" lightweight picture on each risks having them all re-assigned (at the direction of the coordinator or senior staff) to one fabric panel – we do not have the excess space to waste. If we are at capacity and are required to reassign/reduce your space, the difference in fees between what you paid and what you used will be refunded, of course. Also, if you send 36 ft² worth of art for one panel, the laws of physics says that all will not get displayed.

If you have heavier objects, we will place them on a standard pegboard (if available) – if you have lightweight objects, we will place them on the corkboard panels. It's up to us to decide which goes where – if half the artists have tiny lightweight pieces and take the pegboards first, the artists that have larger, heavier frames will have no place to hang their art. We also ask that you do not have a dozen lightweight prints – and then just one print that has been mounted in a heavy frame – it means that the pegboard is mostly being wasted. We are attempting to get a larger number of panels that can handle heavy items – but we can't guarantee we'll have enough.

And it is the artist's onus to properly mount their artwork – every year we get artwork that literally falls apart on the panel because the artist did not take the time to protect their artwork – we suggest you read the “Matting & Mounting Guideline” available on the website and sent to all confirmed artists to protect your artwork.

- (9) Three-dimensional display table spaces (most are 2½' x 6') will be available for the exhibitor/artist unless the art show coordinator grants an exception. Jewelry displayed in the artist's own case will be placed on a full display space. Oversized art will be displayed on the floor or an easel behind piping (check beforehand - this is on a space-available basis). Please indicate on your entry form any special needs, such as electric power, piping, etc.
- (10) Three-dimensional pieces submitted in the show require special attention. The art show will not accept mail in 3-D art unless it is insured. Attending artists or their agents should set up their own 3-D pieces. Display cases for jewelry are highly recommended. Every sculpture for sale should be shown in a protective display case. Please provide individual shipping boxes with packing materials for all three dimensional art. This is for your art's protection and for transport by a buyer. The CCI:SD art show staff takes no responsibility for pieces that are damaged in handling while in transit or in the show.
- (11) All artwork must be clearly labeled (by printing, not longhand). Make certain that each piece has on its back the artist's name and address, the artist's number, piece number and the minimum bid (in case of smaller 3-D artwork, a removable dot linked to the bid sheet). You must use our standard forms – one that is larger or smaller will not be accepted, and you will have to re-write your forms (we provide a fillable PDF series of forms so you can do everything on your computer). Use regular paper stock or cardstock – nothing heavier, or bound in some sort of book. You must print out & bring in all your own forms – only mail in your paperwork if you are mailing in your art.

By default, sale of the artwork does NOT include reproduction rights. If your entry is a print, it must have several additional statements. If it is an unlimited-run print, it must be labeled as such. For a print in a limited series there must be the number in the print run, the print medium, and, if the print is an art print (that is, a print made by any of the traditional art processes), the printer used. If the plate has been destroyed, the date it was destroyed must be included on this statement.

California Artist's Moral Rights Law regarding art sales requires all of these items. Please see the most recent edition of any artists' law reference books, or talk with an art lawyer if you have any further questions.

- (12) All fees must be paid in advance. We will not reserve space for you until you have returned your dated entry form with your signature, and paid your fees. Please make the cheques payable to "Comic Con International: San Diego". You can also fax your application & credit card information in to a special secured fax. If faxing, send your application WITH your credit card authorization – do not mail one & fax the other.
- (13) We will accept reservations in the art show until June 15th before the art show starts, or until the art show is sold out. Walk in artists will be accepted on first come and space available basis. We will take reservations with payment by cheque via mail, by fax with credit card and expiration date information, but not via telephone. Include photo of your artwork with the application, or a website where we can see your work.
- (14) Artists will then be assigned artist numbers and sent an information packet with copies of a control sheet, bid sheet, check-out procedure, etc., upon entry acceptance. Information & rules are on the web site "www.comic-con.org/cci/art-show". You will ONLY be assigned an artist number if you are accepted.
- (15) Once a piece is entered into the show, you cannot change its conditions of sale, such as 'NFS' status. A piece is considered to have been entered when the minimum bid price or bid sheet is posted beside the work.
- (16) CCI:SD will accept mailed in art and hang it for the artist. You may pick it up yourself or designate an agent to be responsible for the return of the artwork. If you mail in your artwork, provide a box that can be re-used (if the box is too damaged to be accepted by the shipping company, you will be charged for a new box). Unsold artwork that is to be returned to an artist must either have return postage paid prior to the show, or a prepaid return shipping label – otherwise, your artwork may not be sent back to you. Please do not ask us to use sales proceeds to cover return shipping costs (there is always the possibility of no art sales, which means you don't get your art back).
- (17) **ABANDONED ART. ANY ART WORK NOT CLAIMED BY THE ARTIST OR THE BIDDER, IF NO ARRANGEMENTS WERE MADE FOR PICKUP OR RETURN, AT THE CLOSE OF THE COMIC-CON ON SUNDAY WILL BE CONSIDERED ABANDONED AND DISPOSED OF AT THE DISCRETION OF THE ART SHOW COORDINATOR.**

Artwork bid on but not yet paid for at the time local artists pick up their artwork is considered NPU (Not Picked Up) and should be taken by the artist (if you leave the artwork, we would need to ship it back to you at your expense if the bidder does not show up – this does not apply to mail-in artists).

- (18) CCI:SD does not have insurance on artwork being displayed or stored. You are responsible for your own insurance (check your homeowner's or renter's policy; you may have appropriate coverage there).
- (19) The silent auction ends at the art show closing time on Saturday. The number of written bids required to send a piece to voice auction is ten. If we receive fewer than ten bids on a piece it will be sold for the highest written bid. The voice auction will be held on Sunday. The highest bidder, either by voice or by the last written bid, will purchase the piece.
- (20) Quick Sale. You have the option of allowing pieces to be sold during the art show at a quick sale price or for the highest bid at the close of the art show. Please indicate whether each piece is available for quick sale by writing the dollar amount on the bid sheet in the proper box. The quick sale dollar amount should be higher than the minimum bid. Pieces without any bids will be sold at the quick sale price, if listed, after the bidding is closed on Saturday. Once an item has a bid in the "silent action", it is no longer eligible for quick sale.
- (21) Buyers must pay in full including sales tax and pick up their purchase before the close of the art show daily. No art will be available for sale after the convention. Art which has been bid on and has not been picked up by bidder or artist at the close of the CCI:SD art show, and no pickup arrangements were made with the art show coordinator, will be considered abandoned and immediately following the show will be handled in accordance with our policies. (Refer to policies #17 and #27).
- (22) You will be paid within six weeks after the convention closes for art that was sold. No payments will be made at the show. To assist artists in safeguarding their legal rights as creators of their works (as specified, for example, by California Artist's Moral Rights Law), CCI:SD will provide each artist or exhibitor with a record of all purchasers' names in your accounting sheet (which comes with your cheque).

- (23) The art show will be available for artist set up the Wednesday before the Comic-Con opens from Noon to 5 PM (times tentative), and Thursday morning at 9 AM. Any person or agent representing an artist(s) for delivery, hanging, displaying, pickup or questions regarding the artist or the works, need to be identified on the entry form as an agent (or they might not be allowed up to the art show). Written exemptions will be allowed at the con on a limited basis.

When filling out forms, make sure to print NEATLY (not long-hand, but like you were taught in 1st grade - with 150+ artists, 2900+ pieces of art, and 700+ bidders, deciphering chicken scratches takes a LOT of time; time we don't have at the show – the last few years, basic data entry wasn't complete till Monday or Tuesday after the show), and be sure the information on the bid sheet is reflected on the control sheet (yes, we DO need to know what your minimum bid or NFS status is – having it on the bid sheet on the panel doesn't help the person doing data entry at the desk). Number items in sequence (starting with '1'), and always put your artist number on the bid sheet. All items you wish to place in the show need to be listed on the control sheet (if it's under our roof, we need to know about it). Please also give us your ZIP+4 (for U.S. artists) – we need it for getting your sales cheques to you faster; if you don't give it, that's an extra step we have to take to secure the information.

Plan to attach the bid sheets to the artwork (whenever possible), NOT the pegboard. Not only does the tape tend to rip fibers from the pegboards, if the bid sheet is not attached to the artwork, it can get lost if the art is removed from the pegboard. And use the minimum amount of masking or blue painters tape needed to attach the bid sheet to the artwork – dealing with wads of sticky tape after the show is over when the accountant tries to go through the paperwork slows the process down. If your use of excess / banned tape damages the board, or you use non-standard hanging hardware that damages the board, you will be charge a repair fee to fix the board.

- (24) The art show exhibition hours for Thursday through Sunday will be posted on site and announced in the Comic-Con events guide.
- (25) **ART SHOW SILENT BIDDING WILL CLOSE AT ART SHOW CLOSING TIME SATURDAY.** Artists displaying art 'NFS' and pieces not available at the close of show for quick sale price or minimum bid, may withdraw their art on Sunday before the art show opens to the general attendees. Artists and buyers may make pick up arrangements for their art before convention closing on Sunday.
- (26) To protect artists' copyrights, there will be NO PHOTOGRAPHY OR VIDEOTAPING in the art show without a release of responsibility of CCI:SD from the artists and with the prior approval of the art show coordinator. This includes cell phones equipped with cameras. Persons taking pictures risk being removed from the show, having film confiscated, and digital images erased under staff supervision.
- (27) As a reminder, the art show is staffed and run by volunteers. In all matters, the decision of the art show coordinator is final. The exhibitor agrees to protect, keep and save CCI:SD forever harmless from any damages(s) or charge(s) imposed for violations of any law or ordinance by any exhibitor, their employees or agents, as well for failure to comply with the terms and agreements. Remember, the exhibitor shall at all times protect, indemnify, save and keep harmless CCI:SD against and from any loss, cost, damage, liability or expense which arises out of or by reason of any act or omission of exhibitor, their employees, agents or buyers.
- (28) If you have any questions about these rules or have any special requirements, please write, e-mail or fax the Art Show Coordinator. La France Bragg via Comic-Con International: San Diego Art Show. FAX: (619) 414-1022.
- (29) **REMEMBER, EVEN IF YOU GET INTO THE ART SHOW, YOU STILL NEED A MEMBERSHIP TO GET INTO THE CONVENTION PROPER** - we can't get you a membership (a spot in the art show DOES NOT get you a convention membership). If you need a membership, get one AS SOON AS they come available – they go fast. If you don't get one initially, check back later – often memberships get turned back in, and they can be purchased before the show. DO NOT go to a scalper – if you don't get a membership from an authorized Comic Con source, the pass is probably bogus, and you've lost money you won't get back. Also, if you have artwork that you cannot bring down via public transportation OR you have not gotten a parking reservation near the Convention Center, we CANNOT secure you a parking space, make them let you unload your car (and leave it there) in front of the Convention Center, have someone from the art show come to you and pick up your art, or get you access to the loading docks – getting the artwork up to the art show is totally your responsibility.

Important items artist tend to forget every year

I know these are covered in the rules, but there always seem be a problem with them:

Sending an application without a payment will not get you art show space. If you need 15 panels or 5 tables, well, you can ask for them, but we can't confirm you any more than we state on the application until very soon before the show (and it's probably not likely we'll be able to handle large requests). Waiting till a week before the show to ask for space will almost certainly get you on the wait list, not a confirmation. Talking to some other department in January doesn't get you space when you ask us in June.

Estimate the space you need fairly accurately.

Keep the art show informed on changes in your address or any contact info.

Mat or otherwise protect your artwork – make sure hanging art can hang on a standard “J” hook, not a nail (use a hanging wire, not a nail hole or sawtooth hanger). A row of hooks will not be allowed (as the artwork tends to fall off and break). Use no glass in framed artwork – IT ALWAYS BREAKS – either in transit or at the show.

If you're shipping artwork, use a solid box, and pack it properly. 3-D artwork is especially susceptible to being jostled around – use plenty of bubble-wrap and/or packing peanuts.

Use the bid sheets we provide, not something of your own creation, not some other show's forms that you've crossed out their name and inserted “Comic Con”. Use 20# stock or cardstock, not mounted to chipboard, cardboard, or a notebook. Use white or ivory (we use highlighters, and if you have a dark or fluorescent stock, it could obscure everything).

PRINT your bid sheets neatly – you may be able to read your handwriting, but maybe someone else cannot. You run the risk of us putting the wrong information down, and a bidder putting the wrong bid down. We provide fillable PDFs for you to use, that helps a LOT.

Make sure the information on your bid sheet matches the information on your control sheet. Your bid prices need to match – or we'll change what's on the control sheet to what's on the bid sheet. Number your pieces sequentially, starting with “1” – don't start with an arbitrary number and then start jumping around – we'll renumber everything. And all prices must be in whole numbers – no “\$6.99”, or anything like that.

If you're hanging your own art, attach the bid sheets to the artwork, not the panels (we've had more than one problem of a bidder confusing one bid sheet for another). Always have some sort of piece label on your artwork so we can tell what the piece is, and who did it.

If you're going to be at the show (or just hanging your artwork), it is up to YOU to get the artwork to the show. By hand, by sherpa, by teleporter – we don't care – but we can't do it for you. If you need a place to park, you'll need to get a reserved spot when they come available – we have NO spot where you can just pull you car up and leave it while you unload – there's no such beast.

If you're a mail-in artist, don't send us a box that has been used 25 times, is mostly tape, and you have to beg the counter agent to take. If we try to use it to mail back to you, it will have been beat up 26 times, is completely tape, has no structural integrity, and when we try to slip yours and the other horror boxes past the agent, they'll say simply: “NO” – and we'll have to charge you to repackage it. Used boxes are fine – SOLID used boxes.

While we hope you'll sell well, you always have to expect that you'll make no sales. Hence, you need to have some way for us to ship your unsold artwork back to you. Either a cheque for return postage, or a pre-paid FedEx or UPS label. Or you may not get your artwork back.

Ignoring these items tends to make our job much harder, confuses bidders, and ultimately leads to mistakes or delays that affect you, the artist.



COMIC-CON INTERNATIONAL: SAN DIEGO 2015 ART SHOW ENTRY FORM

Please complete and submit pages 7 and 8.
This form may be photocopied – the PDF version is fillable.

Part One: Identifying Information For Artists Only (Fill Out One Form For Each Artist)

Name: _____
Legal business name (name on cheque): _____
Address: _____
City: _____ State: _____ ZIP: _____ + _____
(Or Province) (ZIP+4 or Postal Code – please provide)
Country: (only if foreign): _____ Phone: Home (____) _____ Mobile (____) _____
E-Mail: _____
Web Page: http:// _____

Part Two: Identifying Information For Agents Only

Name: _____
Legal business name (name on cheque): _____
Address: _____
City: _____ State: _____ ZIP: _____ + _____
(Or Province) (ZIP+4 or Postal Code – please provide)
Country: (only if foreign): _____ Phone: Home (____) _____ Mobile (____) _____
E-Mail: _____
How many artists are you requesting display space for? _____ (Agent must note individual artists on the control sheets if more than one)

Part Three: Request for Display Space

_____ 4' x 4' panels at \$35 each (≈200 available) \$ _____ (initial maximum is 3 panels – pegboard or corkboard)
_____ 2½' x 6' table space at \$35 (≈30 available) \$ _____ (initial maximum is 1 table)
_____ 2½' x 4' floor space at \$35 (≈1 available) \$ _____ (floor space assigned at director's discretion ONLY)
TOTAL PAYMENT ENCLOSED \$ _____ (made payable to "Comic Con International: San Diego")

An unpaid application is considered a request only – no confirmation will be issued without complete payment.

Part Four: Check Your Answer Or Fill In The Blank Where Appropriate.

I will permit the art show to give out my name & address: YES: NO:
Do you have a dealer's or artist alley table? YES: NO:
I intend to mail my artwork in (I will not be attending the show): YES: NO:

Special requests; such as early checkout time, electricity, etc. (We will *try* to accommodate your requests – we cannot guarantee meeting all your needs. Please write on a separate sheet if you need more room).

Part Five: Please Sign Here. Your Entry Form Will Be Rejected If You Have Not Signed It.

I have read the copy of the Comic-Con International: San Diego art show rules that was sent to me with this form, and I agree to follow those rules.

Signature: _____ Date: _____

Complete the back of this application

Online

Part Six:

Please tell us about yourself. This information is so the convention can serve you better. It won't affect your ability to rent space in the art show. Please check all that apply:

Subject Matter:

- Anime artist (artists using characters created for animation)
- Animation artist (studio production work)
- Fantasy artist
- Comics artist (includes artists who use comics characters or format who are unpublished, or only published in the fan press)
- Computer assisted artist (limited entry)
- Crafts artist
- Science Fiction

Status:

- Amateur (Your sales are very small or non-existent)
- Semi-Professional (The income from your art isn't the main source of your income)
- Professional (The main source of your income is art)

Affiliations:

- ASFA member
- CAPS member
- Other organization membership _____

Other Information:

- My artwork is bulky / heavy and will probably require pegboard
(This is a request for consideration only - final determination will be made by art show senior staff AT the convention - their decision will be final)
 - I have entered a science fiction / fantasy or comics convention art show before.
 - If you have been published in the past three years, which publishers have published you?
(Please include name of your own press, if you have one)
-
-

What media, subject matter and format do you expect your pieces to be in this year? (Examples: acrylic paint, pen and ink, pencil, comics, science fiction and fantasy book covers, original images, photoprints, litho prints, photocopies.) Send samples of the artwork with the application.

- I would be interested in working at the art show at this year's Comic-Con.
- I would like art show information for next year.

How I heard of Comic-Con International: _____

Please complete the front of this form. This form may be photocopied. Return to:

Comic-Con International: San Diego
ATTN: Art Show Coordinator
Post Office Box 128458
San Diego, CA 92112-8458

Or fax the application to the number shown on the Credit Card Authorisation form with your credit card info
Questions: write the art show director, e-mail to "artshow@comic-con.net", or fax to: (619) 414-1022



Comic-Con International: San Diego Credit Card Authorisation

The PDF version is fillable

San Diego Comic Convention (dba Comic-Con International)

is authorised to charge \$_____ to my credit card:

VISA / MC / American Express / Discover (check one)

For: San Diego Comic-Con 2015 art show panel / table fees

Card number: _____ - _____ - _____ CSC code on back of card: _____

Expiration date: _____

Name on card: _____

Card Mailing Address: _____

City, State Zip: _____

Signature: _____

Date: _____

For Artist: _____

***NEVER* provide this information via e-mail**

Mail in or fax to (619) 460-7301 ONLY

(A SECURED FAX MACHINE FOR USE BY THE ACCOUNTING DEPARTMENT ONLY)

SEND ***WITH*** YOUR APPLICATION — NOT SEPARATELY

Print neatly in black ink

SAN DIEGO COMIC CONVENTION

Post Office Box 128458 • San Diego, CA 92112-8458
PHONE: (619) 414-1020 • INFORMATION FAX: (619) 414-1022