

MULTIVERSE 2023 ART SHOW RULES & INFO

A signed copy of these rules **must be returned** by all artists as an indication that they have read, understand, and agree to abide by the rules governing Multiverse's display and sale of their work. All approved Artists will be sent an electronic copy of these rules to review, sign, and return.

Location & Schedule

The Multiverse Art Show will be held in the Grand Ballroom of the Westin Atlanta Perimeter North, inside the Dealers Hall.

Important Dates & Times:

- Art Show application closes: **August 31**
- Print Shop and Art Show Submission Forms due: **September 17**
- Artist Check-In and Set-Up: Friday, October 20 from 9 AM until 2 PM
- The Art Show will be open to the convention attendees during the following hours:
 - Friday from 2:30 PM to 7 PM
 - Saturday 10:00 AM - 7:00 PM
 - Sunday 10:00 AM – 1:00 PM
- Artist Check-Out: Sunday from 2:30 PM - 4:00 PM. The Art Show staff will use the time between the close of the Art Show and Artist Check-Out to verify sales and inventory before any art is removed from the space.
- Art Show tear down: Sunday at 4:30 PM. Any artwork or prints remaining in the room at this time will be moved by the Art Show staff to facilitate tear down. Please be aware that we are not responsible for any damage that occurs, although our staff and volunteers will do their best to carefully remove your artwork.
- Please note: during non-public hours, the Art Show and Dealer Hall will be locked to all attendees, artists, dealers, and staff. Under special circumstances, the hall may be made accessible to an artist or dealer as long as 1 member of Multiverse Loss Prevention and 1

- Multiverse staff member of Director or higher level are both present.
- Silent Auction Bidding and Voting for Art Show Awards: Friday from 2:30 PM - 7PM and Saturday from 10 AM - 5 PM.
 - Art Show People's Choice and Best in Show Awards announcement: Saturday, during the Art Show Reception, held between 6PM and 7PM in the Grand Ballroom.

Application

- **The deadline for applying for display space is Thursday, August 31st, though we do not guarantee that spots will still be available at that time.** We encourage you to apply for your space as early as possible. Please contact us at art@multiversecon.org if you need assistance or have questions.
- To apply to participate in our Art Show, please fill out the form located at [this link](#). The Multiverse Art Show is a juried show, and application for space does not guarantee your spot. We approve applications on a rolling basis, and endeavor to respond within 30 days of submission. If you have a specific date by which you need to hear about your status, please note that in your application.
- We reserve the right to refuse to display any artwork or prints at the discretion of the Art Show Director(s). Any works that are determined to be libelous, obscene, plagiaristic, or detrimental to known person(s) and/or to well-known or trademarked character(s) will not be permitted. Images that are entirely or substantially generated by artificial intelligence (A.I.) image generators (e.g., Midjourney, Lensa, Dall-E, etc.) are not permitted for display or sale in the Multiverse Art Show.

Fees and Payments

- If approved, you may purchase your display space via the link sent to you from GrowTix. You have two display options: 1 art table and/or up to 3 display panels.
- Due to space limitations, we are limiting each artist to a maximum of 3 panels. If you would like to purchase more space, please contact us to let us know. We will put your name on a list of artists who requested an additional bay, table or panel. If we still have space available after the application deadline, we will contact you and give you the opportunity to purchase additional space.
- All panel/table purchases include one full-weekend membership for Multiverse 2023.
- Commission: Multiverse will collect a 10% commission fee on all art sold in the Auction and the Print Shop. A portion of this money will be donated to the annual charity beneficiary for the year in which the sales take place.
- In case of cancellation, your purchase will be refunded only if your space is resold. No refunds will be issued for cancellations after September 20, 2023.
- The Georgia Department of Revenue requires that appropriate sales tax for the venue MUST be paid on all Art Show sales. As a convenience to our artists, Multiverse will collect sales tax on Art Show and Print Shop sales, and send it to the Georgia Department of Revenue. Artists are responsible for their individual income tax on these sales.
- Artists will be paid within 30 days of the close of the convention. All payments will be made out to the artist unless instructed otherwise in writing by the artist. Payment will be remitted via PayPal, Cash App, Venmo, or physical check, as indicated by the artist prior to Multiverse.

Art Show Tables:

- Exclusively for 3D artwork; *these are different from the smaller tables placed in front of hanging display panels.*
- The cost for an art table is \$10.
- Tables measure approximately 30” x 6’ and your purchase includes a table cover and sign printed with your name or studio/business name.
- If purchasing a table, we ask that you limit your purchase to just 1 table.

Art Show Display Panels:

- The cost for an art show display panel is \$10.
- You may purchase up to 3 display panels for displaying your work. Panels are approximately 4’ wide by 4’ tall. There will be a table placed in front of your display (around 18” deep) on which you can place examples of prints being sold in the Print Shop or small pieces of artwork for sale.
- Your panel purchase includes use of our hanging hardware and a sign printed with your name or studio name. If you need specialized hanging hardware, please plan to bring that with you.

Art Check-in, Sales, and Check-out

- In order to facilitate a smooth and easy check-in process, we ask that after you purchase your panel/table space, you use our online submission form to enter information about the pieces you will be bringing to Multiverse 2023. Doing this enables us to have bid sheets ready for you to put on your art when you check in at the show. **The deadline for submitting your bid sheet information is Sunday, September 17.**
- All artwork to be displayed in the show **must** be checked in between 10 AM and 2 PM on Friday, October 20. Please note that we will be unable to check-in additional pieces after this time because it adds too much complexity to our record-keeping and inventory

procedures. **Please take advantage of the Art Submission and Print Shop Submission forms well in advance of the show to ensure you are ready to go when the doors open.**

- All flat art submitted for display in the Art Show **must be matted, mounted, framed, or otherwise finished in a way suitable for hanging** to ensure that the artwork is undamaged while displayed in your space. If your artwork requires a horizontal surface for correct display, please purchase a table instead of a panel when you purchase your space.
- Upon checking in at the show, each artist will be asked to review their control sheets, which contains the record of pieces they have brought with them to the show for display/sale. Upon checking out of the show, they will be asked to review and sign their control sheet, with adjusted sales totals. After the show, we will email each artist a copy of this control sheet to keep as a record of their participation. There is a similar process for prints checked in to the Print Shop.
- Once checked-in to the show, **no piece may be withdrawn before the close of the show**, nor may the conditions of sale (amount of minimum bid, NFS status, etc.) be changed without the express approval of the Art Show Director(s).
- All art entered in the show for display and/or auction shall have a bid sheet affixed to it. These sheets will be approximately postcard-sized and will contain the following information:
 - a. Title of Art
 - b. Artist Name
 - c. Medium
 - d. Minimum Bid or Not for Sale (NFS)
 - e. Quick Sale Price (if desired)
 - f. Sunday Sale/After Auction Price (if desired)
- All art in the Art Show should be labeled with the Title of the work and the Artist's Name on the back of the piece at minimum, independent of the bid sheet itself.
- Multiverse is not responsible for theft or damage to pieces displayed,

and we do not provide insurance coverage for art displayed or sold at the show. While we make every reasonable attempt to protect your art, we recommend you verify that your insurance coverage extends to display in the show.

- Any Art Show Silent Auction item may be purchased outright for the Quick Sale Price as long as there are no bids on the item. As soon as one (1) bid is made, it can no longer be purchased at the Quick Sale Price. The highest written bid at the close of the Silent Auction purchases the piece.
- Any for-sale items with no bids at the close of the auction may be purchased on Sunday at the Sunday Sale/After Auction Price, if one has been specified by the artist.

Print Shop

The rules listed for the Art Show above also apply to the Print Shop. The rules below are exclusive to the Print Shop. Please read them carefully.

Multiverse is pleased to offer a Print Shop at the convention for participating artists who would like to sell prints of their work at our show. There is currently no additional charge for this service; however, we do ask that artists limit the size and number of their prints as described below.

- As Print Shop space is limited, we ask our artists to limit themselves to **a total of 60 units or less.**
- All prints in the Print Shop should be bagged and boarded. The final size for each of your prints, when bagged and boarded, should be 16"X20" or less. This is so they will fit easily within the bins in the Print Shop. Note: Under very special circumstances we may be able to accommodate small numbers of larger sizes, but please contact the Art Show Director(s) in advance to discuss such an exception to our normal rules. We cannot accommodate larger size prints if we do not know about them before the start of the show, and in some cases, it may simply not be possible to do so. To avoid disappointment, please

contact us in advance.

- In order to standardize the process, we will use the information submitted via the Print Shop Submission Form to generate labels for your pieces. These labels will contain the following information:
 - Title of Art
 - Artist Name
 - Dimensions (including mat, if applicable)
 - Price

We will print the labels for you and have them available for pick up at the Art Director Desk at load in.

- Submissions to the Print Shop will be entered via an online Print Shop Submission Form very similar to the submission form used for Art Show entries. ALL Prints **must be submitted online no later than Sunday, September 17**. No prints will be accepted onsite if they were not submitted in advance.
- Titles on Prints cannot be changed onsite. All prints must be put in the show with the same names that were submitted online. We ask that all prints submitted to the Print Shop have a unique title. For example, if you submit the same print but in multiple sizes, please consider “Print 1 – Large” and “Print 1 – Small.” Or if multiple pieces are titled Untitled, please consider “Untitled-1” and “Untitled-2.”
- The Print Shop will accept items that are flat and no thicker than 1/4”. All pieces must be bagged and boarded. We reserve the right to refuse items submitted if for reasons of space or handling the Print Shop cannot accommodate them.
- **Once checked into the Print Shop, items cannot be removed except through purchasing the item.** They are part of our inventory for the duration of the show. Artists wishing to gift a print to a friend should either wait until the item is checked out of the show or purchase the item themselves.

