

# LUNACON ART SHOW BID SHEET & CONTROL SHEET INSTRUCTIONS

## *HOW TO:*

- DO PIECE NUMBERS:** Combine your three digit Artist Number (given on your acceptance letter) with a sequence number i.e., 100-1, 100-2, 100-3, etc. This number goes on the bid sheet, the control sheet, and the white stickers.
- DO WHITE STICKERS:** *We will give you these on check-in.* Write piece number on them and place on the back of each piece you are entering. For 3D art, place wherever possible.
- FILL OUT BID SHEET:** *EACH PIECE YOU ENTER MUST HAVE A BID SHEET ATTACHED!*
1. **Clearly** write your name, title of the work, piece number, and circle either “Amateur” or “Professional”
  2. Minimum bid—the lowest amount you will accept for the piece. Mark “NFS” if the piece is not for sale.
  3. **Quick Sale Price**---amount (should be at least 150-200% of minimum bid) for which a piece *without* any bids can be purchased immediately. (It cannot be removed from the show until 6 P.M. Saturday, so will still be available for judging.) You do not have to do this if you do not wish to do so. Pieces with a “Quick Sale” Price will be available for that price after closeout also.
- FILL OUT CONTROL SHEET:** Enter your name and artist number on the top. Use one line for each piece you are entering—DO NOT skip any lines. Enter the sequence number, title, minimum bid, and Quick Sale price for each piece in the appropriate columns.
- DO NOT MARK ANYTHING IN THE “FINAL SALE PRICE” COLUMN!**
- If a piece is **NOT FOR SALE**, mark “NFS” in both the minimum bid and Quick Sale price columns.

**REMINDER: AT LEAST 50% OF YOUR WORK MUST BE FOR SALE!!!!**

(If not, you might not get all the space you ask for next year. . . . .)