

# Magicon

## Exhibits Division APA

#3 & last — August 1992

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### Why You Are Getting This

The Magicon Exhibits Division APA is being sent to a lot of people: People who have volunteered to work in the division. Magicon officers and Division heads. people whom I hope to recruit and people whom I know I can't recruit, but whose input and comments I value.

We welcome your comments — at this date, please communicate directly with the person concerned!

### Please

The contents of this APA are semi-public. Feel free to show it to people who are interested in working with us or who may have useful input, but don't publish it and ask people you show it to not to publish it. (The reason is that nearly everything in here is tentative. You understand that. I understand that and the person you show it to will probably understand it if you tell him. But the person who reads it in your fanzine or on the net will only know that "Magicon Has Decided X", when we're only throwing ideas around. This is the voice of experience talking...)

recd. 8/23/92

We want to make Magicon the best worldcon ever.



Welcome to the final Magicon Exhibits APA!

More than anything else, I want to thank each of you for the help you've given Magicon and the help you have promised. I hope that in the press of events those of us who are running things don't forget to personally express our thanks. If we do, please know that you *are* appreciated and that we know that any successes that Magicon has are due to the hard work of a lot of people. Thank you.

### **Help!**

Work begins at about 9am Tuesday but may slack off during Tuesday afternoon depending on Gelco setup. All hands will be needed Wednesday!

### **Schedule**

The usual caveats apply: The schedule is our best guess as of 14 August and will undoubtedly change as we figure out what we're doing! Please come by the Floor Office for the latest poop on what's happening and when.

### **Registration, badges, ribbons and insignia**

We expect Registration to be open early for pre-registered staff, but as of this writing, we're not sure of the exact hours. We expect to have setup stickers available at Gophers (probably near the doors to B/C) beginning Tuesday morning. These stickers should suffice to get you in on Tuesday and Wednesday. On Thursday we will be open to the public so you will be required to have a badge.

We will be giving out ribbons (committee, staff and gopher) at the Floor Office (in the middle of B/C) after you get your badge. We will also give out a pseudo-gizmo listing your area.

### **Staff List & Roster**

The staff list enclosed is the final staff list as of two days before it goes into the Pocket Program. I apologize for the errors which undoubtedly still are in it, and particularly to anyone who has been left out. If you know of anyone who has worked on Magicon Exhibits or who has committed to working at-con and has not been given proper credit in my list, please tell me and I will try to get them credited in the daily newsletter.

### **Maps**

If you have a chance, please try to familiarize yourselves with the layout. Setup will be chaos and the more you know the easier it will be for all of us.

### **Jack Vance Festival of Worlds**

From 8:30 to 10:30pm on Friday night Magicon will be holding the Jack Vance Festival of Worlds in the OCCC, and most of it will be in the Exhibit Hall. The Vance Festival will be organized as a street fair and we hope to have quite a variety of things going on. (Think of it as a fifty-ring circus.)

We hope that people who have created our exhibits will consider being present during the Vance Festival to talk about them.

### **Setting Up Your Exhibit**

Most exhibits should probably not begin actually hanging exhibit material before Wednesday about noon. We would like all exhibits to be set up by about 2pm Thursday. (Obviously we can make arrangements if you need to start earlier.)

### **The Floor Office**

Looking at the maps later in this APA you will see an area labeled "Floor Office". The Floor Office will contain the Exhibits division office plus offices or outposts for Facilities

and Services (including Newsletter, Logistics and some sort of C&C outpost). There will be telephones, copiers, miscellaneous supplies, sign-making equipment, etc.

The Floor Office will be an internal working area. Please direct general fan problems to Information.

### **Beepers**

As of 15 August, the following people are scheduled to get numeric beepers:

Mark Olson - division head  
Chip Hitchcock - deputy division head  
Jim Mann - deputy division head  
Gay Ellen Dennett - art show operations  
Art Show on duty pass-around - 2  
Dick Spelman - dealers room  
Dealers on duty pass around - 1  
Peggy Rae Pavlat - historical exhibits  
Deb Geisler - studio liaison  
Kurt Siegel - safety & construction  
"Zanne Labonville - construction  
Construction on-duty pass around

If your name or job isn't on this list and you feel that you need a beeper, please let us know ASAP! It may be not be possible to arrange for extra beepers at-con!

### **Golf Course Holes**

Most of the holes in the Enchanted Duplicator Miniature Golf Course have been adopted by clubs and bids. We thank them for their help!

Hole	Organization
1	Magicon
2	San Antonio in '97
3	LA in '96
4	Boston in '98
5	Glasgow in '95
6	Philadelphia SF Society
7	Lost Gopher Hole
8	NESFA/Arisia
9	Atlanta in '95
10	South Florida SF Society (Sysiphis)

### **Joe Mayhew**

For those of you who haven't heard yet, Joe Mayhew, who was running Art Show auction, judging and assisting with general planning, had a heart attack in June. He is recovering well, but his doctor has advised him to avoid stress so he will miss Magicon. (Magicon? stressful? How can this be?)

## Exhibits Schedule

<b>Thur, 27 Aug</b> 6:30 pm	Worksession at NESFA clubhouse to verify packing and to move Art Show and Golf Course material to front room.
<b>Fri, 28 Aug</b> 5:30 pm	Worksession at NESFA Clubhouse to load truck
<b>Sat, 29 Aug</b> morning	Worksession at Lunarians' storage to load truck. Call Stu Hellinger for schedule.
<b>Sun, 30 Aug</b>	Magicon office in Peabody opens
<b>Mon, 31 Aug</b>	Possible limited amount of Exhibits-related work either in Peabody or in OCCC. Look for us!
<b>Tues, 1 Sept</b> 8 am 9 am 11 am? 2 pm? 9 pm	Gelco (our decorator) begins setup in OCCC, halls B/C We unload truck into Hall B creating a Great Heap of Stuff which we will presently sort out; Sign assembly begins in OCCC Floor Office setup begins as soon as Gelco finishes delivering furniture and setting up pipe & drape. This will happen as early as we can manage. Gelco setup complete except (possibly) for Hucksters. Art Show, golf course and exhibits hardware setup begins Setup ends
<b>Wed, 2 Sept</b> 9 am 12 n? 5 pm 9 pm	Hucksters move-in begins; hardware setup continues; Di Fate Retrospective Exhibit setup begins. Retrospective exhibit, mailed-in and Di Fate GoH exhibit hanging begins as soon as hardware setup complete; Artists on staff allowed to hang own work; Art Show staff meeting Setup ends — go and party!
<b>Thur, 3 Sept</b> 9 am 10 am 3 pm 6 pm 7 pm 10 pm 10:30 pm - 12 m 12:30	Exhibits Officially open to the public; Huckster room move in continues; Exhibits setup continues. Artist checkin begins Magicon Opening Ceremony in Hall A Hucksters closes Art Show opens to public Art Show closes; Exhibit Hall closes Art Show reception (staff, artists and program participants invited) Art Show closes
<b>Fri, 4 Sept</b> 9am 9:30 am 10 am 6 pm 8:30 pm 10:30 pm 11 pm	Hall B/C open to staff; Art Show staff meeting Hall B/C open to public Hucksters, Art Show opens to public Hucksters closes Jack Vance Festival of Worlds begins in OCCC and particularly Halls B/C JVFW ends; Art Show closes to public Hall B/C closes to public; Art Show judging begins
<b>Sat, 5 Sept</b> 9 am 9:30 am 10 am 6 pm 10 pm 11 pm	Hall B/C opens to staff; Art Show staff meeting Hall B/C opens to public Hucksters, Art Show opens Hucksters closes Art Show closes to public Art Show closes

12 m	Hall B/C closes
<b>Sun, 6 Sept</b>	
9 am	Hall B/C opens to staff; art Show staff meeting
9:30 am	Hall B/C opens to public
10 am	Hucksters, Art Show opens
12 n	SIG tables go away and area is reset as Art Show auction and Sales
1:30 pm	All Hands call for Art Show closeout
2 pm	Art Show closeout begins; Art Show closed to public
2:30 pm	Art Show Auction begins
3 pm	Autograph area closes and is reset as Masquaerade photo area
5 pm?	Art Show opens for pickup and pay; Art Show Sales begins
6 pm	Hucksters closes
7:30 pm	Art Show Sales ends; Art Show closes to public
9 pm	Art Show closes
12 m?	Halls B/C closed to public (we will try to stay open until at least 1/2 hour after end of Masquerade)
<b>Mon, 7 Sept</b>	
9 am	Hall B/C opens to staff; Art Show staff meeting
9:30 am	Hall B/C opens to public
10 am	Hucksters opens to public
10:30 am	Second Art Show auction (only if needed); Artist checkout begins; Di Fate GoH and Retrospective teardown begins
3 pm	Art Show teardown begins
4 pm	Magicon Closing Ceremony! All exhibits officially close; Teardown begins; Hall B/C still open to public.
9 pm?	Teardown ends for day; Halls B/C closed to public; Enjoy the Dead Dog parties
<b>Tues, 8 Sept</b>	
10 am	Complete teardown as needed; load truck; pack and ship artwork
5 pm	We're outta there! All exhibits <i>must</i> be torn down and removed by now unless special arrangements have been made with Mark Olson or Chip Hitchcock. As of 15 August, no one has made any such arrangements!
<b>Thur, 10 Sept</b>	Unload at PSFS storage in Philadelphia - contact Joni Dashoff for schedule
<b>Fri, 11 Sept</b>	Unload at Lunarians storage in NY - contact Stu Hellinger for schedule
<b>Sat, 12 Sept</b>	Unload at NESFA Clubhouse - contact Chip Hitchcock for schedule

## Magicon Exhibits Division Roster

as of 16 August 1992

This list includes everybody working for Exhibits, Magicon Division heads and senior staff, and members of other divisions who need to know what we're doing. Please feel free to give me address corrections at con (or email them).

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## Hall B/C Layout

The enclosed map shows the layout of Hall B/C as of about 10 August. It will undoubtedly change a bit before con, but — we hope! — not much.

The big three areas are Hucksters (top left), Art Show (top right) and Exhibits (bottom).

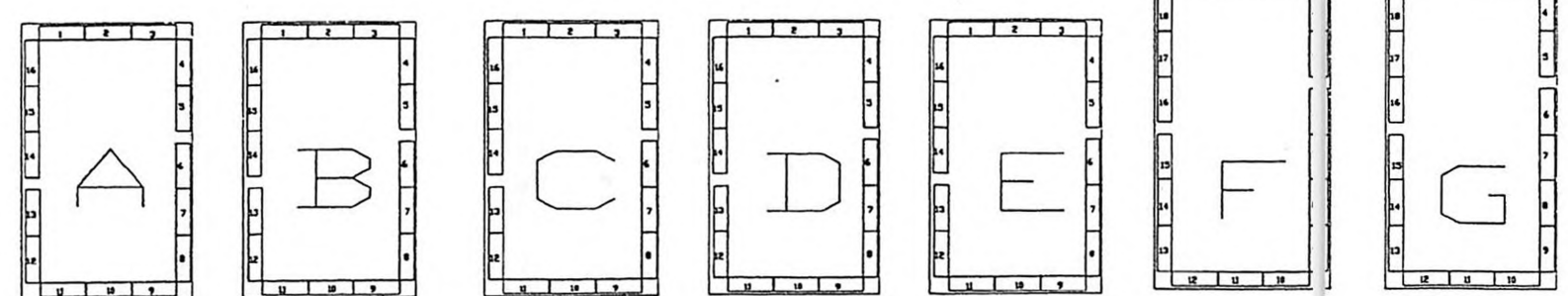
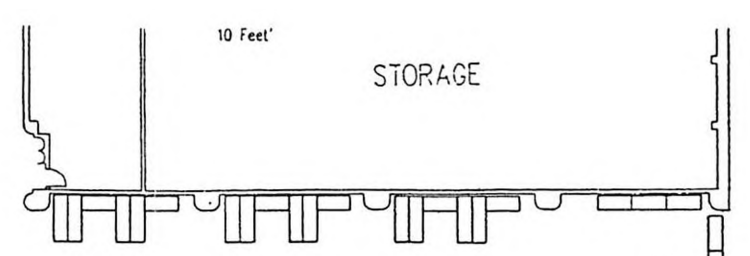
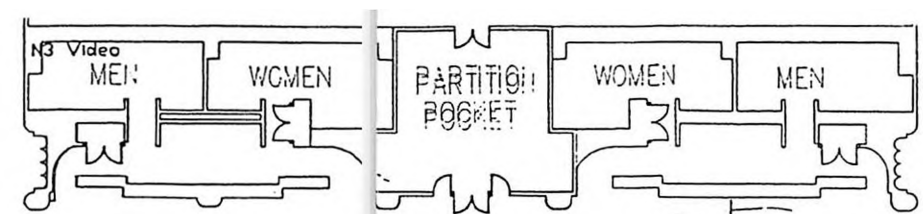
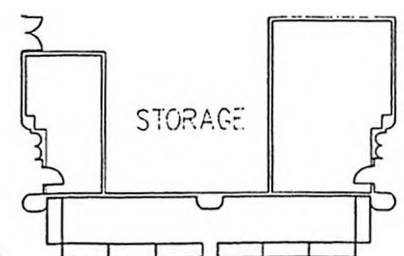
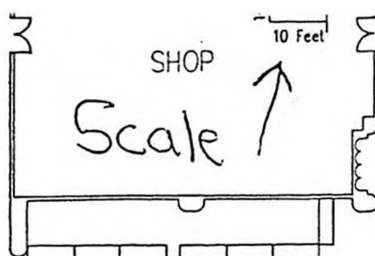
Inside the Art Show perimeter we have: Art Show, Di Fate GoH exhibit, Retrospective exhibit, Vance GoH exhibit, Art Hugo nominee's exhibit, Art resale area, Video Toaster exhibit, Edison jewelry exhibit. In addition, Art Show Sales and the Auction will be created on Sunday in the areas occupied the rest of the con by the SIG tables and part of the refreshment seating area.

The Print Shop (run by ASFA) is outside the Art Show Perimeter so it can set its hours independently of the Art Show, but so when it is closed we can include it in the purview of the Art Show guards by lifting some curtains.

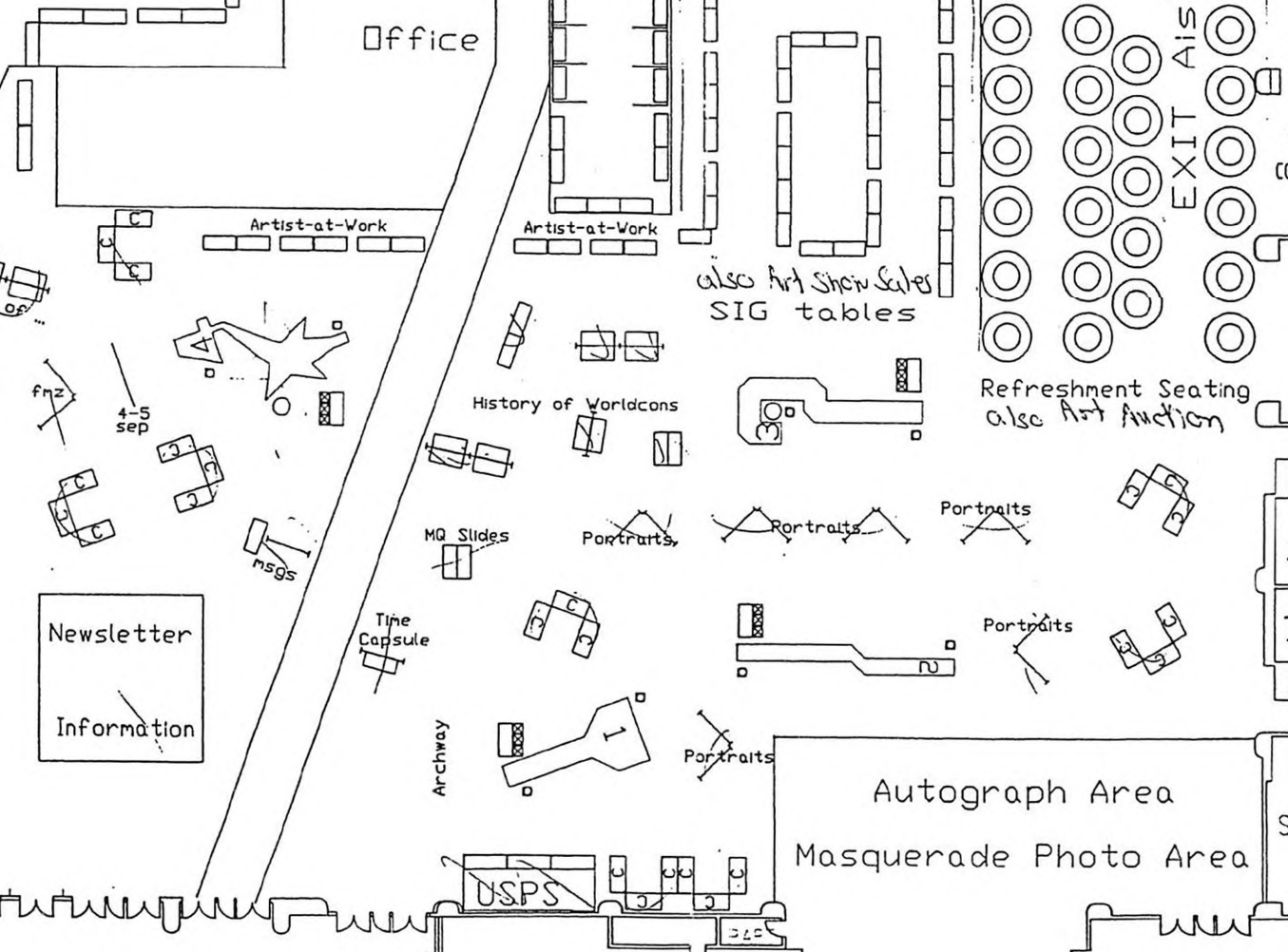
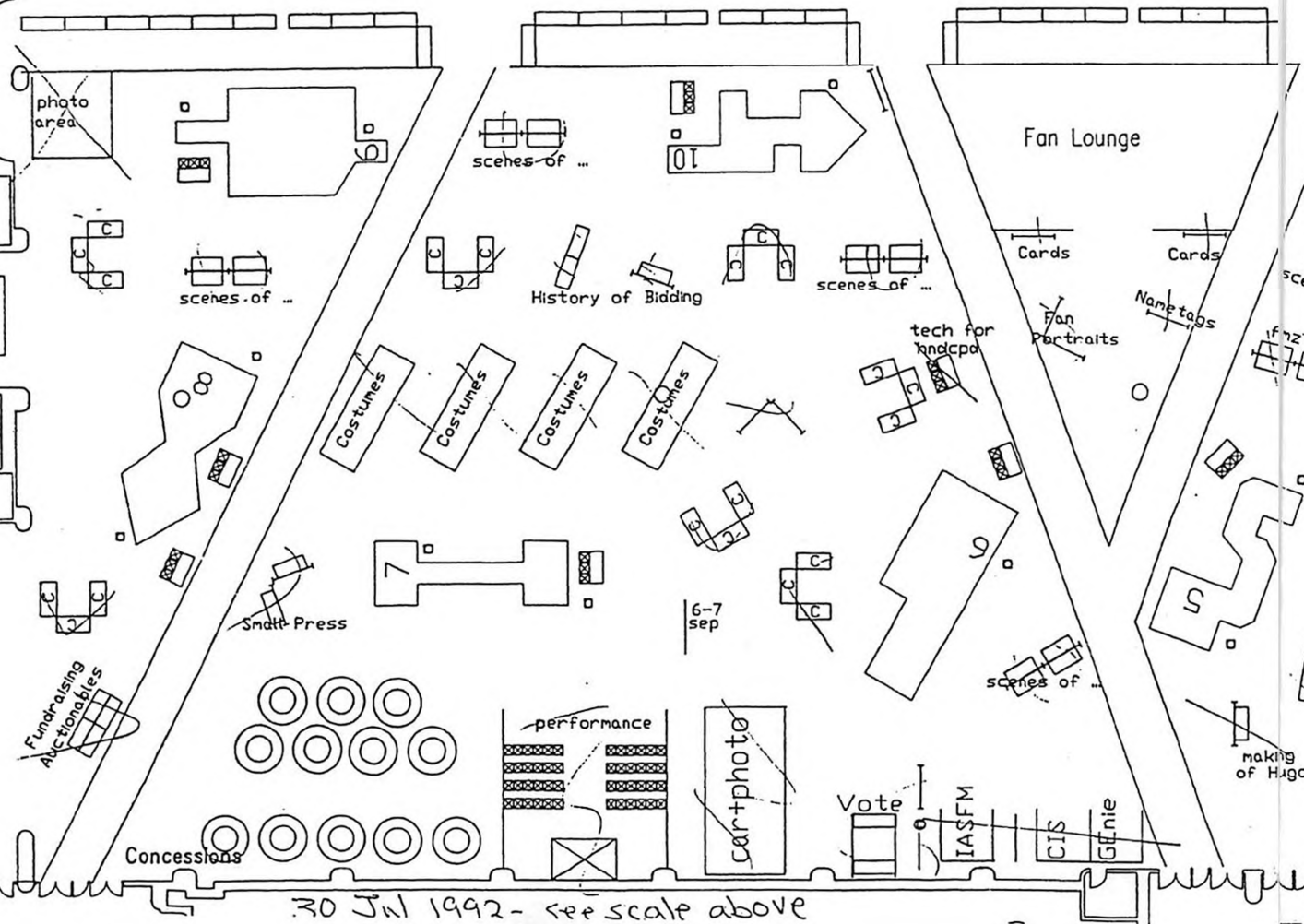
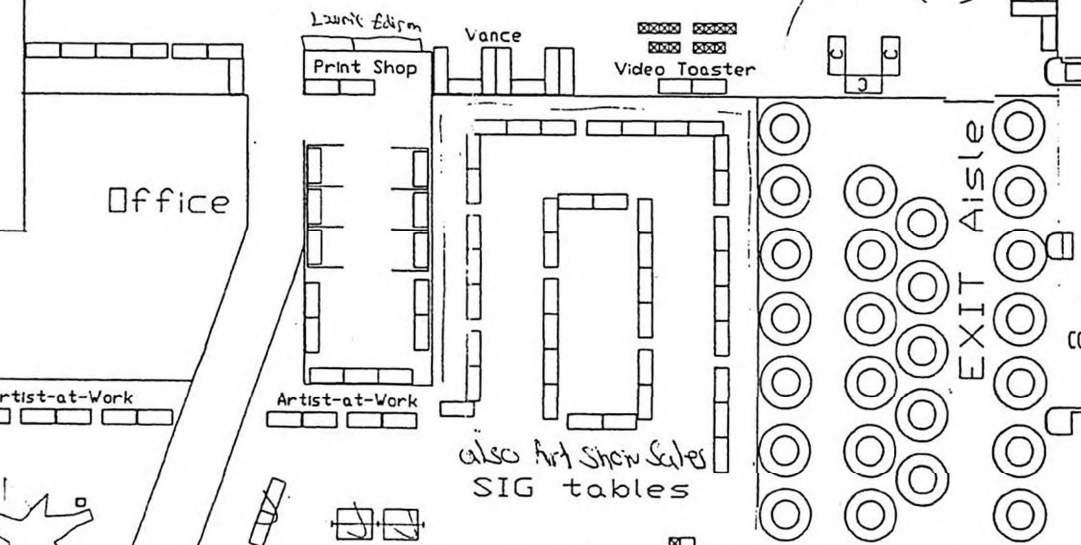
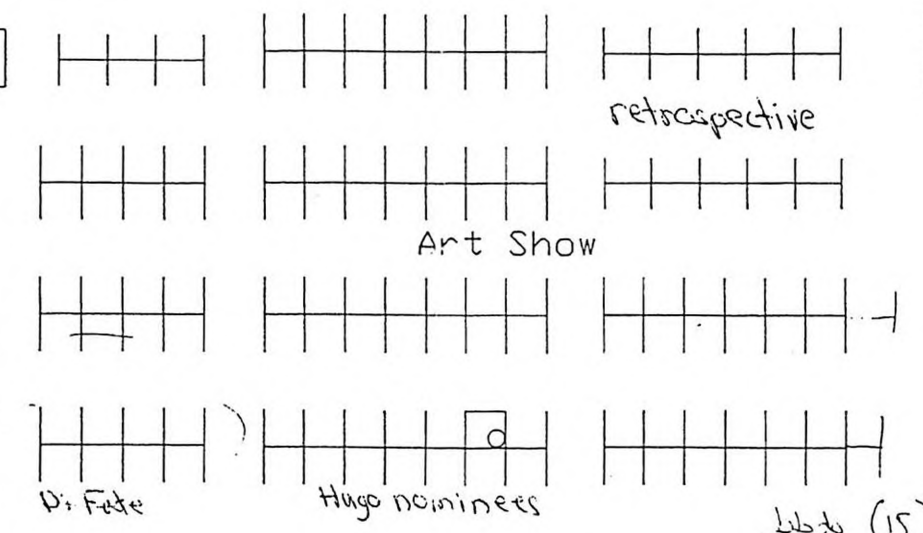
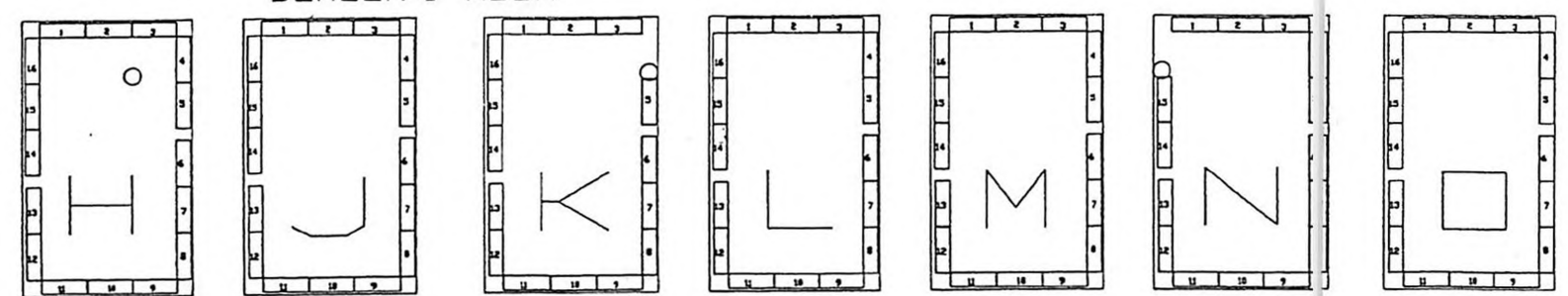
Most of the other cryptic symbols can be decoded using either your Exhibits Decoder Ring (sent with the last APA) or by the following: The little arrangements of three rectangles with 'c' in them are sets of three couches for general sitting-around and schmoozing. The very odd-shaped outlines with numbers in them are the holes of the Enchanted Duplicator Miniature Golf Course (there are ten holes). Most of the holes have been adopted by a club or Worldcon bid. (Bid tables for those bids will be near the holes; bid tables for other bids will be in the SIG tables area.) The concentric circle symbols represent a round table with ordinary chairs around it used in the refreshment areas.

The Fan Lounge will have good bheer!





DEALER'S ROOM



30 Jul 1992 - see scale above

## Floor Office Setup

The floor office will be the central gathering area for Exhibits and other divisions. It will be located on the main floor of Halls B/C, near the intersection of Hucksters, Art Show, and other exhibits (see map elsewhere in this apa).

The entire floor office will be surrounded by 8 foot pipe and drape, with 3 foot pipe at all locations except the three doors.

Two of the doors--one between floor office and the Art Show and one near the entrance to the Hucksters Room--will simply be a pass through (a curtain section without 3 foot pipe). The main entrance will be located near the artists-at-work tables.

At the Art Show wall, there will be a corner walled off by two additional 8-foot sections of pipe and drape to serve as the inner sanctum. Another 8 foot curtain wall, running parallel to the wall of the inner sanctum and about 8 feet away, will serve as a wall to the petty cash area. (Thus the petty cash area will have three walls--its own, one shared with the Hucksters wall, and one shared with the inner sanctum--and one open side.)

The office will contain the following furniture

- 15 8 foot tables (many of them set up so as to make "desks")
- 3 couches
- 12 comfy chairs
- 20+ regular chairs
- 3 round tables
- 9 bulletin boards
- 4 white boards

## Phones

The office will have 3 phones full time. Plus the phones from Art Show Sales will be used in the office when Art Show Sales is not in operation. These phones will all be on a hunt group, so those calling the office will only have to know one number.

## Equipment

The office will contain computers and copiers.

Newsletter is using 2 large copiers which must be near a power outlet. Newsletter will also have two Macs and a laser printer. (One Mac is a IIx1 Fred is bringing. The other is convention supplied.)

Exhibits, we hope, will also have one small copier. We also hope to have a PC, a Mac, and a printer.



**Staff List**  
MagiCon Exhibits Division  
15 August 1992

Division Head - Mark L. Olson

Deputy Div. Head - Chip Hitchcock, Jim Mann

Speaker-to-Mundanes & Studio Liaison - Deb Geisler

Division Staff - Mike Benveniste, Ann Broomhead, Deb Geisler, Lori Meltzer, Jayne Rogers, Barry Zeiger

Design, Setup & Teardown - Martin Deutsch, Chip Hitchcock, Al Kent, 'Zanne Labonville  
CAD - Al Kent

Logistics planning - Chip Hitchcock

Electrician - Kurt Siegel

Advance construction work - Dave Anderson, Ted Atwood, Ann Broomhead, Tom

Courtney, Den Geisler, Elisa Hertel, Mark Hertel, Aron Insinga, Rachel Insinga, Kelly

Persons, Ed Seksay, Davey Snyder, Tim Szczecuil, Monty Wells

ASFA Liaison - Ingrid Nielson

ASFA Printshop - Theresa Patterson

Staff - Lilian Butler, Robert Gann

Art Show & Art Exhibit

Planning - Claire Anderson, Dave Anderson, Bonnie Atwood, Ted Atwood, Shirley Avery, Joni Dashoff, Gay Ellen Dennett, Martin Deutsch, Winton Mathews, Joe

Mayhew, Barry Zeiger *[missing names]*

DiFate Exhibit - Vincent Di Fate, Roger Reed

Staff - Ann Broomhead, John Lorentz, Ruth Sachter, Tim Szczesuil

At-Con Operations - Gay Ellen Dennett

Artist Check-in/Check-out - Joni Dashoff

Staff - Barbara Higgins, John Syms, Laura Paskman Syms

Mailings and Records - Claire and Dave Anderson

Sales - Stu Hellinger, Lynn Murphy

Layout - Claire Anderson and Gay Ellen Dennett

Auctions - Tony Lewis

Auctioneers - Jack Chalker, Eric Fleischer, Marty Gear, Chip Hitchcock, Tony Lewis

Triage - Barry Zeiger

Florida Liaison - Becky Peters

Ribbons - Sharon Sbarsky

Consultant - Davey Snyder

Hugo Artist Nominees Special Exhibit - Rick Katze

Judging - Dave Anderson

Staff

Claire Anderson, Dave Anderson, Lisa Ashton, Robert Ashton, Bonnie Atwood, Deb Atwood, Ted Atwood, Shirley Avery, Tracy J. G. Berouzi, Susan J. Berven, Martin Deutsch, Kathryn Dunlop, Valerie Emanuel, John Emanuel, Thomas Endry, George Flynn, Michael Fortner, Chip Hitchcock, Jules Humber, Saul Jaffe, Nancy Janda, Rick Katze, Allan Kent, 'Zanne Labonville, Tony Lewis, Holly Love, Winton Mathews, Joe Mayhew, Cinda McCombie, Karen Meschke, Becky Peters, Angela Philley, Randy Philley, Larry Proksch, Jim Reynolds, Pat Ritter, Jennie Roller,



Marguerite Rutkowski, Ed Rutkowski, Vincent Sanders, Sharon Sbarsky, Lily Schneiderman, Alexis Shorter, Michelle Smith-Moore, Victoria Smith, Joanne Thaker, Larissa Van Winkle, Clark Van Hekken, Diane Van hekken, Pat Vandenberg, Ellen Vartanoff, Barry Zeiger

Dealers - Dick Spelman

Assistants - Steve Francis, Steve Poe

Staff - Judith Eudaly, David Francis, Kim Lockridge, Jeff Lockridge, Anne Miesel, Marie Miesel, Roseann Packer, Roger Sims, James Tollett

Consulting Fireman - Kurt Siegel

Incredible helpful person - Jeff Walker

GoH Exhibits

Jack Vance - Karen Meschke

Vincent Di Fate - Becky Peters

Walt Willis -

Historical Exhibits - Peggy Rae Pavlat

Deputy - Gary Louie

Staff - Carl Campbell, Joni Dashoff, Todd Dashoff, Tracy Henry, Dan Hoey, Bill Jensen, Hope Kiefer, Deborah Oakes, Kelly Persons, Fred Ramsey, John Sapienza, Jeff Schalles, Edie Stern, Steve Swartz, Stu Ulrich

History of Bidding - Joe D. Siclari, Gary Louie

Hugo Exhibit - Laurie Mann

History of Worldcons - Bruce Pelz

Slide History of Worldcon masquerades - Drew Sanders

History of Fanzines - Nancy Atherton, Mark McMenamin

Portrait Gallery - Christine Valada

Staff - Beth Zipser

Fandom in the 50's - Dick Lynch

Scenes from World-Wide Fandom - Takumi DShibano, Anatoly Paseka, Charles Mohapel, John Robert Columbo, Dirk Bonkes,

Other Exhibits

History of the SF Small Press - Tony Lewis

Jewelry Retrospective - Laurie Gottleib Edison, Andy Robinson

Fannish Nametags - Devra Langsam

Fan Photo Album - Joe Siclari

Fan Photos - Stu Ulrich

Costumes - Kathy Sanders

Special Exhibits - Michael Benveniste, Deb Geissler, Laurie Mann

Golf Course - Pat Vandenberg

Staff - Rob Bazemore, Amy Sue Chase, Heather Coon, Ed Dooley, James Fontas, Elisa Hertel, Jeff Jordan, 'Zanne Labonville, LuAnn Vitalis, Monty Wells

Postal Substation - Winton Mathews

Dear Fellow Art Show Staffers,

Just a short note to update you on our progress. Currently we have sold 309 panels and approx. 26 tables. We still have a few panels left and expect that we will have them sold before we get to Orlando. If you know of any local artist in your area who would like to obtain panel space, please have them give me a call at 617-444-6562 (8 AM - 11 PM East Coast Time) ASAP. Our current floor plan will have 450 panel and 32 tables. This makes the Magicon Art Show the largest show ever put on at a Worldcon. Current plans call for the Main Art Show to be at 340 panels with the rest of the panel space being taken up by the Retrospective Exhibit and by the Difate GOH Exhibit. We will also have 10 panels for Resale Art (to be handled by Jim Mann - All inquiries should be sent ASAP to Box 46, MIT Branch PO, Cambridge, MA 02139). Print Shop is to be handled by ASFA - Theresa Patterson, manager, and will be located outside our perimeter at the entrance to the show.

Our current plans call for set up of the Art Show Hangings to begin on Tuesday, September 1 as soon as the Semi has been offloaded. Set up will continue for as long as we can do it, with finish up work being done on Wednesday, September 2. We expect to take delivery of the Retrospective Exhibit and Difate GOH artwork on Wednesday and will hang it Wednesday afternoon. We additionally plan to hang the Mail-in Art Work also and would appreciate any assistance we could get from those arriving early to the Con. For those Artists who are also on Art Show Staff, if you would like to hang your own art work Wed. Afternoon we would be happy to accomodate you - view it as hands on experience for what is to come on Thursday. We expect to have professional guards on duty 24 hours a day starting on Wednesday September 2 and until tear down Monday September 7. Tentatively, I have scheduled an Art Show Division Meeting for all Staff members Wednesday, September 2, at 5 PM. This will be a great way to meet your fellow staffers and will hopefully allow us to set up our coverage schedule for the show for the Con. I am also tentatively planning to have daily meetings of the staff at 9 AM to go over any problems we have had from the previous day and to pass along new information.

Our Schedule for the Show is as Follows:

**THURSDAY SEPTEMBER 3 - ARTIST CHECKIN 10 AM - 6 PM**

We will need every able body we can lay our hands on. We currently have over 209 Artists in the Show, all of whom will probably show up at the same time. If possible, I would like us to open before our stated time for checkin.

**ART SHOW OPENS TO THE CON 7 PM - 10 PM**

We will open as close to 7 PM as possible. The Show will close to the general Con members promptly at 10 PM.

**ART SHOW RECEPTION 10:30 PM - 12 MIDNIGHT**

Open to all Art Show Staff Members as well as the Artists, their guest, Magicon Comm. and Staff as well as invited guests. This will be a Wine and Cheese Social (with a few surprises). Please come - this is a marvelous way to meet your favorite artist or to make contacts for your own local shows.

**ART SHOW CLOSE DOWN 12:30 AM**

**FRIDAY SEPTEMBER 3 -**

**ART SHOW STAFF MEETING 9 AM**

We will be sharing the Exhibits division office so we will have fresh coffee and things available.

**ART SHOW HOURS 10 AM - 10:30 PM**

This will be one of two slow days. Our hours are extended today as a courtesy to Exhibits for their Friday Night Street Fair occurring through out Hall B/C. We hope to have Vincent DiFate conducting a tour of the Art Show this evening. There is a possibility that we may remain open to Magicon Staff & Committee members from 10:30 PM to 11:00 PM to allow them to have a chance to meet the Con GOH's.

**ART SHOW JUDGING 11:00 PM**

Judging of the Art Show will occur this evening under the Direction of Dave Anderson (subbing for Joe Mayhew) and his anonymous staff.

**ART SHOW CLOSE DOWN - WHEN JUDGING IS DONE**

**SATURDAY SEPTEMBER 5 - ART SHOW STAFF MEETING 9 AM**

**ART SHOW HOURS 10 AM - 10 PM**

This will be the second of our quiet days.

**ART SHOW CLOSE DOWN 11:00 PM**

**SUNDAY SEPTEMBER 6 - ART SHOW STAFF MEETING 9 AM**

**ART SHOW HOURS 10 AM - 2 PM**

We will be on limited hours today - probably the busiest day of the Con for us. We will need all Staff Members from 1:30 PM on. The Kamikaze line to clear the Show of all bidders will start at 2 PM. As soon as the Show is cleared, we will need to assemble teams to close out all items entered in the show. As we have had requests for well over 3000 bid sheets this is going to take a few hours. Running almost concurrently with closeout will be the first Auction. We intend to reopen the Show as close to 5 PM as possible for Art Show sales to commence.

**ART SHOW AUCTION 2:30 PM - 7 PM**

**ART SHOW REOPENS, ART SHOW SALES BEGINS  
5 PM - 7:30 PM**

We will be in need of a few good people to assist Stuart Hellinger in Art Show Sales. All those who volunteer to assist here this evening will be guaranteed seats at the Masquerade later this evening if you want them. We will also attempt to feed you while you are working.

**ART SHOW CLOSES 7:30 PM**

In all likelihood this will probably occur closer to 8 PM if Sales are especially strong.

**ART SHOW CLOSE DOWN 9 PM**

**MONDAY SEPTEMBER 7 -**

**ART SHOW STAFF MEETING 9 AM**

**ART SHOW AUCTION (IF NEEDED) 10:30 AM -  
2 PM**

**ART SHOW SALES 10:30 AM - 3 PM**

**ARTIST CHECKOUT 10:30 AM - 3:00 PM**

Our third busiest day. We will once again need everyone to help in closing down the show. If possible, I would like to start both Sales and Checkout before our scheduled times.

**ART SHOW TEAR DOWN 3:00 PM - UNTIL IT'S  
DONE**

You too can have the fun of taking down the East Coast version of Tinker Toys.

**TUESDAY SEPTEMBER 8 - TRUCK LOADING AND MAIL OUT OF ART WORK  
TIME TBA by CHIP**

Finally, following this letter I am printing examples of the forms which we will be using during the Con as well as a copy of the letter we sent to the Artist in their final mailing which explains how to properly fill out the forms, and finally, a copy of the show rules which will be handed out to everyone.

I am looking forward to seeing all of you in two weeks at Magicon - the line-up of Artists is truly spectacular and with the works being gathered for the Retrospective, this should truly be the greatest WorldCon Art Show ever assembled.

See you in two Weeks,

*Gay Ellen*

Gay Ellen Dennett  
Art Show At Con Operations Head

### MagiCon Art Show Check-In Instructions

The logistics of hanging over 3000 pieces of art are complex, so we have had to establish the procedures and restrictions described below. They are designed for your protection and everyone's sanity, and we will keep the process as hassle-free as possible.

Enclosed with these instructions are Bid Sheets, a Master Sheet (on which to list the work you enter in the show), and removable stickers (which go on the back of each piece of artwork with the work's piece number). If you need more of any of these forms call or write us, or you can get more when you check in to the show.

Artist Check-In will take place in Hall B of the Orange County Convention Center (the right-rear corner of the building as you stand outside facing the main entrance) from 10am to 6pm on Thursday, September 3rd. Please try to arrive early. If you cannot arrange for your art to arrive by 6pm, write or call us and we will make arrangements to accept it after hours. However, we want to have all the artwork in place before the Art Show opens to the public at 8pm.

Unfortunately (due to our location inside a members-only area) you will probably have to register for the convention before you can check in to the Art Show. If convention registration isn't open soon enough, or if we manage to make other arrangements, we'll have someone (with an 'Art Show Check-In' sign) at the entrance to the convention center.

Artist Check-In will operate as follows: At the entrance to the Art Show area there will be a clerk with a master list of all entered artists and their agents compiled from the entry forms and any later correspondence. Anyone who is not on this list will not be able to enter the show without a hassle, so tell us in advance who will be bringing your art. Please have some form of identification with you as not all of our staff will know you by sight. You may bring a friend or two with you to help you hang your art.

You will be given a packet containing an Artist ribbon, an instruction sheet listing the check-in procedures in detail, an Art Show awards ballot, an invitation to the Art Show reception (beginning at 10:30pm), and a list of the convention's art-related program items. No one will be allowed into the Art Show when it is open to the general membership unless they are wearing a convention membership badge.

Once cleared into the show, go to the Art Show check-in desk (to your left as you enter the area) where you will be asked to verify the information in our records. We will also request an address (usually a hotel name and room number) where you can be reached during the convention in an emergency. If you need more of any forms, get them here.

A supervisor will then show you where you are to hang or place your artwork, tell you how to get hanging supplies, and answer any questions you may have. You are welcome to place a nameplate, a description of yourself or your work, a business card holder, etc., on your panel or table.

Once all your work is placed or hung, a supervisor will check your Bid Sheets and your Master Sheet for correctness and legibility. Your artwork will be checked to see that each item has your name and address, and its title and piece number, on its back. When everything is completed correctly, the supervisor will sign your Master Sheet and give you a copy as a receipt. **We do not accept any responsibility for your art until a supervisor has signed the Master Sheet.**

Please bring only your own work into the Art Show. Do not have work by others in your portfolio, or swap pieces with other artists in the Art Show area. No artwork (except your own pieces which have not been entered) will be allowed to leave the show without special permission. For your protection, we must inspect all portfolios, crates, and so forth, on exit. (If you are an agent representing more than one artist, please only bring the work of artists that you are representing for this show into the Art Show area.) Security is difficult in the confusion of hanging, and we must protect your work in this way. Once you have checked in, hung your artwork, and completed all the paperwork, you have no further responsibilities until Monday when you must pick up your unsold work (if any).

# MagiCon Art Show Paperwork Instructions

**MagiCon Art Show Bid Sheet**

Artist: Phannie R. Tist Piece # 357-1

Title: The Dragon Masters

Medium: Cibachrome Print - #1 of 5

☐ Price after Closeout: \$ 40 .00 ☒ Amateur / Professional

Original / ☒ Reproduction / Other Minimum Bid: \$ 30 .00

Bidder's Name	Bidder #	Bid
<input type="checkbox"/> 1. _____	A _____	\$ _____ .00
<input type="checkbox"/> 2. _____	A _____	\$ _____ .00
<input type="checkbox"/> 3. _____	A _____	\$ _____ .00
<input type="checkbox"/> 4. _____	A _____	\$ _____ .00
<input type="checkbox"/> 5. _____	A _____	\$ _____ .00
<input type="checkbox"/> 6. _____	A _____	\$ _____ .00
<input type="checkbox"/> 7. _____	A _____	\$ _____ .00
8. _____	A _____	\$ _____ .00

Eighth Bid Puts Piece Into Voice Auction

"Official Use Only - Auction Results"

Purchaser: \_\_\_\_\_ A \_\_\_\_\_ \$ \_\_\_\_\_ .00

**How to do piece numbers:** Piece numbers are assigned by combining your three-digit Artist Number (listed on your Master Sheet) with a sequence number. For example, if your Artist Number is 257, your pieces will be numbered 257-1, 257-2, 257-3, etc. The piece number for each work must be placed on the line provided on the upper right corner of the bid sheet and on the back of the piece (on a removable sticker). In the "Number" column of the Master Sheet, simply list the sequence number of the piece (1, 2, 3, etc.)

**How to fill out your Bid Sheets:** Each piece of art that you enter in the show must have a Bid Sheet attached. On the blank Bid Sheets we have sent you, fill in your name, the title of the work, the piece number, and whether you wish to be considered a Professional or an Amateur for the Art Show 'Best Artist' award. The Minimum Bid is the smallest amount allowed for the first bid on a piece before bidding has closed; fill in a dollar amount or "NFS" if the piece is Not For Sale. The Price After Closeout is the amount for which a piece may be bought outright if it received no bids before bidding closes at noon on Sunday; fill in a dollar amount or "NFS" if the piece is Not For Sale under these conditions. Indicate whether the piece is a unique "Original" or a "Reproduction", or circle "Other" if it is neither (for example, a hand-colored limited edition print). Anything which is not a unique original, including hand-colored or otherwise modified copies, must be clearly marked as such (for example, Cibachrome print #1 of 5) in the "Medium" space on the Bid Sheet.

To the left is a sample of a correctly filled-out Bid Sheet.

**How to fill out your Master Sheet:** We have enclosed a Master Sheet with your name and Artist Number already filled in. For each piece you enter in the show, fill out a line on the Master Sheet listing the work's sequence number (1, 2, 3, etc.) and title. If a piece is for sale, enter the minimum bid you will accept for it in the "Minimum Bid or NFS" column, and put the amount acceptable when the show reopens after Close-Out or "NFS" in the "Price After Closeout" column. If a piece is not for sale, enter "NFS" in both the "Minimum Bid or NFS" and the "Price After Closeout" columns. Use a ballpoint pen and press firmly onto a hard surface when filling out the form, since your writing must be legible on both sheets (the copy will be your receipt). A correctly filled-out sample is shown below.

## MagiCon Art Show Artist's Master Sheet

Artist Name: Phannie R. Tist

Artist Number: 257

Piece Number	Piece Title	Minimum Bid or NFS	Price after Closeout
1	The Dragon Masters - #1/5	\$30	\$40
2	The Gray Prince	NFS	NFS
3	Lyonesse	\$100	NFS

**Other paperwork:** On the back of each piece of work you enter in the show, write your name, address, and the title of the work. Copy the work's piece number (for example, 257-15) from its Bid Sheet onto a removable sticker and place that on the back of the piece. The purchaser will appreciate having this information, and it helps prevent confusion in case a work becomes separated from its Bid Sheet.

#### Art Show Schedule

Thursday	7:00pm to 10:00pm	Art Show open	Sunday	10:00am to 2:00pm	Art Show open
Friday	10:00am to 10:30pm	Art Show open		2:30pm to 7:00pm	Auction
Saturday	10:00am to 10:00pm	Art Show open		5:00pm to 7:30pm	Pick-Up & Pay
			Monday	10:30am to 2:00pm	Auction (if needed)
				10:30am to 3:00pm	Pick-Up & Pay

#### Important Points to Remember

- \* You must have a bidder number to bid for art either by written bid or at the auction.
- \* You bid, you win, you pay! (Bids, once made, may not be removed.)
- \* No bulky or awkward objects or extraneous artwork will be allowed in the Art Show, and we reserve the right to inspect all bags on entrance and exit.
- \* No photography will be allowed.
- \* 6% sales tax will be added to all purchases.
- \* All artwork must be picked up and paid for before 3pm on Monday.

#### What You Are Buying

When you buy a piece of artwork, you have bought only the physical possession of it and the right to display it. You have **not** bought the right to reproduce the work, even for fannish or personal use.

#### How to Pay for Art

Art may be paid for with cash, checks (personal, cashier's, or travelers), or plastic (MasterCard or VISA). For personal checks we require two IDs (one being a picture ID) and that the check have your name imprinted on it. For large checks we may require additional IDs. We reserve the right to hold purchased art until your check clears. Payments must be made in U.S. funds.

#### Voting for Artwork

All convention attendees are eligible to vote for the **Best Professional Artist** and **Best Amateur Artist**. Ballots are available at the Art Show desk and must be turned in by 10pm Saturday. There will also be a variety of judged awards.

#### Checking Your Belongings

The Art Show cannot accept responsibility for checking your belongings. We also cannot allow awkward or bulky objects (e.g., backpacks) or extraneous artwork into the Art Show, and we must reserve the right to look inside anything that could hold a small piece of art as it is entering and leaving the show. We will provide bags in which to seal small prohibited belongings before they can be taken into the show.

#### Photographing Artwork

To protect the artists' rights, **no** photography will be allowed in the Art Show except for the official convention photographs and supervised press photography.

#### Registering to Bid

Before bidding for art, either at the auction or by written bid, **you must obtain a bidder number**. To do this, fill out a bidder registration card at the Art Show Desk. We will make a record of your name and address and require you to show an ID to verify this information. You must also sign a statement acknowledging that a bid is a binding agreement to purchase the work at the bid price (plus sales tax) if you are the winning bidder. If you lose the number or leave it behind, inform the Art Show desk. You will need it when you bid on art or purchase artwork after Close-Out. When you pay for art, you must show your copy of the bidder number.

#### A Warning About Prints

There are three places at MagiCon where prints can be bought: In the Print Shop, In the Hucksters' Room, and in the Art Show. If you see a print that you want in the Art Show, we recommend that before you put a bid on it you first check the Print Shop and the Hucksters' Room to see if the same print is available there for a lower price.

#### Resale

There is a small section in the Art Show where previously-purchased art is offered for resale. Pieces in this area may be bought in exactly the same way as pieces offered for sale by the artist. To minimize confusion, the bid sheets for these pieces are a different color from the regular bid sheets.

#### The Print Shop

The Print Shop is being run by ASFA, independent of the Art Show. They have their own rules and hours of operation.



### How to Bid on Art

Each piece of art has a Bid Sheet which provides information about it and space for 8 written bids. If a piece is for sale, its Bid Sheet will show the minimum bid which the artist will accept; otherwise, it will be marked "NFS" (Not For Sale). Whenever the Art Show is open, you may bid for a piece by putting your name and bidder number and the amount of your bid (whole dollars only) on the first available line of its Bid Sheet. If you enter a bid without a bidder number or write the number down incorrectly, or if the amount of your bid is not higher than the highest previous bid, your bid is invalid and will be removed from the Bid Sheet. If all of the lines are used, the piece will be sent to the voice auction at 2:30pm on Sunday. Bids may not be altered or withdrawn.

At 2pm on Sunday the show will be cleared and Close-Out will occur. Attendees will be cleared from the Art Show by a moving wall of people wearing armbands or headbands of brightly-colored fabric; this is to allow bidders to wait by a piece on which they have the highest bid so that they can continue bidding if someone overbids them at the last minute. The moving wall will wait if people are still bidding on a piece when it gets there, but once it has passed no one is allowed to make any further bids.

Each piece of artwork which is for sale will fall into one of the following Close-Out categories:

- a) **Art with 8 bids:** Sent to auction (at 2:30pm). These pieces will be marked with a red dot on the Bid Sheet.
- b) **Art with 1 to 7 bids:** The box to the left of the high bid will be marked, and the work is sold to that bidder.
- c) **Art with no bids:** If the "Price After Closeout" on the Bid Sheet is "NFS", the piece is no longer for sale. Otherwise, the box to the left of the "Price After Closeout" will be marked and when the show reopens you can purchase that piece simply by writing in your bid of at least the "Price After Closeout" (unless someone else has already done so).

### Buying Art at Auction

A voice auction for the items with eight written bids will be held adjacent to the Art Show on Sunday from 2:30pm to 7pm (in the unlikely event that this is not sufficient, an additional auction will be held in the same place on Monday from 10:30am to 2pm). A schedule will be posted showing the time when each piece will be auctioned. To bid at the auction, you must register to bid if you have not already done so. If you are the winning bidder for a piece, you must give your name and bidder number to the auction staff. A piece which receives no bids at the auction is sold to the high bidder on the Bid Sheet, whether or not s/he is present at the auction. Artwork will not be paid for at the auction, but will be marked as sold and rehung in the Art Show. This allows bidders to pick up and pay for all of their artwork at the same time, whether it was purchased by written bid or at the auction.

### Pick-Up and Pay

The Art Show will be open for buyers to pick up and pay for their artwork between 5pm and 7:30pm on Sunday and from 10:30am to 3pm on Monday. During this time you must collect and pay for all of your purchases, whether bought at the auction or by written bid. If someone else is picking up artwork that you have bought, s/he must have a written authorization from you. Exceptions to these hours will be made only in unusual circumstances; please see the Art Show desk if you have a problem. If you are the successful bidder on a piece, but do not pick it up, you will be liable for the amount bid plus tax and any expenses we incur in finding you and sending your purchase to you.

When you are ready to pay for your art, take your artwork from its table or panel to the sales area. The entrance will be along the wall that is farthest to your right as you enter the Art Show. **Do not remove the Bid Sheets from the artwork!** If you have purchased more pieces than you can carry, or need access to a locked display case, ask for help at the Art Show desk.

You will need to fill out one or more Tally Sheets with your name and bidder number and the piece number and price of each piece that you have bought; you may also write in the artist and title of each piece. Each Tally Sheet has room for 10 pieces; use as many as you need. It is a multi-part form, so please use a ball-point pen and press firmly against a hard surface; the bottom copy will be your receipt.

When the paperwork is completed, present it to a tally clerk; s/he will check the form for correctness and legibility and remove the Bid Sheets from your artwork. Your next stop is a payment station; there will be several, handling different types of payment. They will ask for your identification, receive your money, and mark your copy of the Tally Sheet so that the guard at the door will allow you to leave with your purchases. We will provide some wrapping materials so that you can protect your artwork as you carry it away.

### MaglCon Art Show Bidder Registration

I understand and agree that by applying for and receiving a bidder number, and by bidding for art either at the auction or by written bid, I will purchase any art for which I have made the winning (highest valid) bid.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Hotel: \_\_\_\_\_ Room #: \_\_\_\_\_

(Please Print)

[Place Bidder Number Label Here]

### MaglCon Art Show Bid Sheet

Artist: \_\_\_\_\_ Piece # \_\_\_\_\_ - \_\_\_\_\_

Title: \_\_\_\_\_

Medium: \_\_\_\_\_

☐ Price after Closeout: \$ \_\_\_\_\_ .00 Amateur / Professional

Original / Reproduction / Other Minimum Bid: \$ \_\_\_\_\_ .00

	Bidder's Name	Bidder #	Bid
<input type="checkbox"/> 1.	_____	A _____	\$ _____ .00
<input type="checkbox"/> 2.	_____	A _____	\$ _____ .00
<input type="checkbox"/> 3.	_____	A _____	\$ _____ .00
<input type="checkbox"/> 4.	_____	A _____	\$ _____ .00
<input type="checkbox"/> 5.	_____	A _____	\$ _____ .00
<input type="checkbox"/> 6.	_____	A _____	\$ _____ .00
<input type="checkbox"/> 7.	_____	A _____	\$ _____ .00
8.	_____	A _____	\$ _____ .00

**Eighth Bid Puts Piece Into Voice Auction**

"Official Use Only - Auction Results"

Purchaser: \_\_\_\_\_ A \_\_\_\_\_ \$ \_\_\_\_\_ .00

## MagiCon Art Show Artist's Master Sheet

Artist Name: \_\_\_\_\_ Artist Number: \_\_\_\_\_

[illegible]

Art received for MagiCon by: \_\_\_\_\_ Sheet \_\_\_\_ of \_\_\_\_

Sheet :      of     

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Zip: \_\_\_\_\_

ID type: \_\_\_\_\_

ID #: \_\_\_\_\_

Tally Clerk: \_\_\_\_\_ Cashier: \_\_\_\_\_

Price

[illegible]

Subtotal:

Tax:

Total:

☐ Cash☐ Travelers Cheques☐ Personal Check # \_\_\_\_\_

☐ MasterCard ☐ VISA

Sheet      of     

Artist Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address (if not on file):

\_\_\_\_\_ Zip: \_\_\_\_\_

Received by: \_\_\_\_\_

Check-Out Clerk: \_\_\_\_\_

[illegible]