

PHILCON 2025 ART SHOW RULES FOR ARTISTS

Please note: The Philcon Art Show is going digital! Registration and Inventory control will be handled by software. If you have used Balticon's system, you will be familiar with our system.

GUIDELINES

- The Art Show is open to all artists, regardless of age or talent levels.
- The purpose of the Philcon Art Show is to exhibit original artwork of a **science fiction, fantasy, and/or fannish nature** and can be 2d or 3d art including ceramic sculptures and jewelry.
- Limited edition inkjet (giclee) prints and fine art prints are allowed but must be identified as such in the "medium" field in the online inventory.
- Digital art and fine art photography is allowed and must be identified in the online inventory.
- Photographic reprints and other multiple copy items are allowed but must be entered in the online inventory as prints.
- **Items that violate copyrights or trademarks, or are deemed libelous or obscene will not be permitted. AI-generated art, being work generated by technology absent any guiding human hand, will not be permitted.**
- **All decisions of the Art Show Directors on the eligibility of artwork are final.**
- The Art Show staff handles sales within the Art Show. Artists who wish to handle their own sales should apply for space in the Artist Alley in the Dealers' Room through the vendor portal: <https://vendor.philcon.org>.
- Artists who wish to be on programming should contact: programming2025@philcon.org.

HOW TO REGISTER

1. Be sure to read this entire document to be fully aware of all policies and procedures.
2. Create a new account on the Artist Portal at <https://artist.philcon.org> (or log in to an already existing account). Please be sure to fill in, or update, all requested information in your profile. Items marked with a red star are mandatory. If you are planning to mail your art, please indicate that in your profile. See also the section on Mail-In Art below.
3. Once you have created your account, sign in, and click "Request space":
 - a. Panels for flat work are 4' high by 6' wide.
 - b. Tables for 3D artwork are 2.5' deep x 6' long.
 - c. You may request half panels (4' high by 3' wide) and half tables (2.5' deep by 3' long).
 - d. You may reserve up to 3 panels and/or 2 tables in any combination (5 units). Artists planning to mail in their artwork are limited to a maximum of 1 panel or table.
 - e. Space in the Print Shop is by full or half-panel; there is no per print fee.
4. You will receive an email informing you whether or not your space request has been accepted. **We reserve the right to change the space request and give different space than requested.**
5. Once you have received the email that you have been approved for space in the Art Show, sign in to your portal account and pay for your space. The fees are as follows:
 - a. A full panel or table is \$25.
 - b. A half-panel or half-table is \$15.
 - c. There will be an additional \$10 handling fee for those artists who mail in artwork. Mail-in art is by approval only, for artists who are more than 300 miles away from the hotel.
 - d. There are discounts for Students. See below.
 - e. We process credit card payments through Square. If you wish to pay by check, please contact artshow2025@philcon.org for instructions.
6. At the time you pay for your Art Show space, you may also buy an attending membership for yourself or for an agent who will represent you at the convention. Please be sure to tell us the name of your agent. If purchased at this time, the membership cost is reduced to \$50.

ART STUDENT INCENTIVES

Philcon wishes to encourage students **majoring in art-focused programs** at recognized degree-granting institutions such as Moore, Tyler, etc. We feel Philcon and its art show provides an ideal environment to test self-marketing skills and gain business experience. It also provides an opportunity for students to meet and network with SF/F collectors and professional artists who enjoy mentoring new artists, especially during the art show reception on Friday evening. Students can also benefit from Philcon's art-related programming, which includes panels/seminars on the business of art, technique demonstrations and workshops, docent tours of the art show, and portfolio reviews.

If you are requesting space in the Philcon Art Show as a student, please put into the "Description" field of your profile the name of your school and/or program and the expected year of graduation. Also include your space request: ½ panel, ½ table, 1 panel or 1 table.

The Art Show will reduce its display panel fee to \$15 for eligible art students. Philcon also offers a reduced convention membership rate for students. Please also indicate in the "Description" field if you need a student membership at the student membership rate of \$35. You will need to present your Student ID at the door.

Please send an email to artshow2025@philcon.org to finalize your request. If you are approved you will get a confirmation email in return, and you can then pay for your requested space and memberships.

CREATING YOUR INVENTORY

Once you have paid for your space, and the payment has been received and processed, you will receive an email receipt. You may then enter your art into the inventory system:

1. Log in to your portal account.
2. Click on the blue button labeled "Open Item Registration".
3. There are three sections on the page for Art, Prints, and items for display only (NFS). In each section click "Add New" to create a new line and enter the details about each piece of art, one piece of art to a line.
4. Philcon allows the artist the option of **Quick Sale** to the buyers. If and only if there are no written bids on a piece, that piece may be immediately purchased at the Quick Sale price you select. If you choose this option, ***we recommend that the Quick Sale price be AT LEAST TWICE the minimum bid*** for that item. The buyer should pay more for the privilege of instant gratification!
5. Items available for sale must have minimum bid and Quick Sale prices in whole dollar amounts (\$5 minimum; name badges \$1 minimum).
6. For items being entered for display purposes only (NFS), if you don't know the insurance amount for the item, we recommend that you set the insurance value to \$100 or more.
7. **Do not forget to click "Save Changes" in each section when you are done entering items in that section.**

Once you have entered all of your items into the inventory, **and clicked "Save Changes"** in each section, use the buttons at the bottom to print your Control Sheet, Bid Sheets and Print Sales Tags. **Please bring these with you to the convention, or mail them with your art!**

SHIPPING ART

1. **Artists mailing their art should ensure that the art arrives no later than Tuesday, November 18th. Any art sent without all the forms may not be exhibited, at the discretion of the Art Show Directors.**
2. Art must be shipped in sturdy re-closable containers, securely packed, and sealed with sealing tape (no staples). Please limit package weight to 20 pounds.
3. Please ship your art to:
Philcon Art Show c/o
Joni Brill Dashoff
830 Barlow St.
Philadelphia, PA 19116
4. Philcon will not be responsible for artwork damaged in transit to us due to inadequate packaging, or not signed for at delivery. *FedEx and UPS have left packages on our doorstep in public view and without signature. The US Postal Service has proven to be less reliable for package delivery in October through January. Please email tracking information to artshow2025@philcon.org.*
5. Please include a pre-paid return shipping label OR a check to cover the estimated cost and your preferred shipper.
6. Unsold artwork will be returned within one week following the convention. Insufficient return postage will be deducted from any monies earned.

AT THE CONVENTION

1. Artist check-in begins at 3PM on Friday. The Art Show opens to the public at 7PM. Reserved space will be held until 11AM Saturday.
2. Bring your Control Sheets, Bid Sheets, and Print Sales Tags, and your art to the Art Show. See a staff member at the Control Desk to begin the check-in process. You will be given your space assignment.
3. Hang your art on the peg board, or display it on your table. Hooks, clips, tape, and other supplies will be available. If you need assistance, please ask an Art Show staff member.
4. Please make sure that each piece of art available for sale has a Bid Sheet attached to the item or nearby in such a manner as to allow someone to write a bid on it. Tags hanging in mid-air are difficult to write on. Prints should each have a Print Sales Tag attached.
5. Please make sure that each original piece of art has a tag or label on the back or somewhere on it identifying the piece with your artist number and piece number as it appears on the Control Sheet and Bid Sheet. This allows us to identify the work and reattach the Bid Sheet should it become detached.
6. Once you are finished displaying your art, bring your Control Sheet to the Control Desk. One of our staff members will complete the check-in process.
7. Once you have received your Artist ribbon, you are fully checked in, and you are free to enjoy the rest of the convention.
8. **Note: Once an item has been entered in the Art Show, it may not be withdrawn nor may the conditions of sale be changed without the consent of the Art Show Director(s).**
9. Artist check-out is on Sunday from 1:30PM to 3PM. *Do not destroy Bid Sheets for any unsold art.*
10. Once you have removed your art, and packed it, please bring your Control Sheet, and the Bid Sheets for any unsold art to the Control Desk. One of our staff members will complete the check-out process.
11. All unsold art must be picked up by the end of check-out unless prior arrangements have been made with the Art Show Director(s). Any unsold art not claimed by the artist or agent will be returned to the artist at the artist's expense.
12. Checks to the artists for art sold at the show will be mailed approximately one month after the convention. Checks will be made payable to the artist unless otherwise requested by the artist.

ART SHOW SCHEDULE

October 31 Display Space Registration/Reservation ends; wait-list begins
November 10 Discounted pre-convention rates end.
PLEASE CHECK THE WEBSITE FOR CURRENT RATES!

Tues. Nov. 18, 2025 Mailed-in artwork to be received by the Director(s)

Fri. Nov. 21, 2025

Art Show Setup 11AM – 3PM
Artist Check-in 3PM – 9PM
Staff Hours 11AM – Midnight
Public Hours 7PM – Midnight
Reception 9PM – Midnight

(Everyone is invited to the Meet-the-Pros Reception, in the Art Show and Ballroom foyer)

Sat. Nov. 22, 2025

Artist Check-in 10AM – 11AM
Unclaimed space released 11AM
Staff Hours 9AM – 10PM
Public Hours 10AM – 8PM

Sun. Nov. 23, 2025

Staff Hours 9AM – 5PM
Public Hours 10AM – 12 Noon
Open Bidding Ends 12 Noon
Auction (if necessary) 1PM – 1:30PM
Art Show Sales 1:30PM – 3PM
Artist Check-out 1:30PM – 3PM
Teardown 3PM – 5PM

One week after con Return of mailed-in artwork

One month after con Payment to artists

MISCELLANEOUS

LIGHTING AND SECURITY

Our panels are self-illuminated. But some artists may find it preferable to supply their own spotlights for some works; please note this on your profile to ensure a display location close to electrical outlets.

We will provide security and TLC for the artwork. **No photography or videography will be permitted.** Doors will be secured after hours. We do recommend that you have your own property insurance on valuable pieces of art.

CONTACT ADDRESS

Please contact the Art Show Director(s) with any questions or concerns. Any suggestions/comments for improvement of the Art Show will be accepted gracefully.

Sincerely, Joni Brill Dashoff & Saul Jaffe, Philcon Art Show Directors
PO Box 425, Huntingdon Valley, PA 19006
Email: artshow2025@philcon.org
Cell Phone #: (215) 313-5319