



Artist FREQUENTLY ASKED QUESTIONS

WHAT IS THE DATE, TIME, AND LOCATION OF THE AUCTION?

Saturday, February 22, 2020

VIP Preview: 6 to 7:30 pm

Art Auction + Party: 7:30 to 11 pm

at 200 Peachtree Street NE, Downtown Atlanta

WHERE CAN I FIND THE AUCTION WEBSITE?

www.artpapers.givesmart.com

WHAT IS THE VIP PREVIEW AND WHO IS INVITED?

The VIP Preview is a private event for our sponsors, host committee, artists who donate 100%, and VIP ticket holders that takes place before the public auction and party. The preview features heavy hors d'oeuvres and open bar and is an opportunity for VIPs to preview the works available for sale, buy work at retail value +20% before it's available for public auction later that evening, and to meet many of the exhibiting artists. Works that are sold at the Preview will remain on view during the Auction with a SOLD sticker.

DO ARTISTS WHO DONATE WORK GET TICKETS TO THE AUCTION?

All artists who donate work to the auction will receive 2 tickets to the Auction + Party starting at 7:30 pm. Artists who donate 100% of the proceeds of their artwork will also receive entry for 2 to the VIP Preview starting at 6pm.

We are doing mobile bidding again this year, so there will be

no paper tickets. You will be pre-registered in the system and your name will be at Will Call expediting your check-in.

If you live out of town and cannot personally use your tickets, you may designate someone to use your tickets in your place. This must be done by **Friday, February 21**. More info on how to transfer your tickets to come via email.

In addition, all artists will receive a one-year complimentary subscription to ART PAPERS magazine.

HOW MANY WORKS CAN I SUBMIT?

We thank you for your generosity, but ask that you please only submit one work. This ensures that we have room for all of the artists that wish to participate.

WHY DO YOU NEED ALL THIS INFORMATION ABOUT ME AND MY ARTWORK IN ADVANCE OF THE AUCTION?

We need this information to populate our online gallery, which allows collectors to preview and bid on the works.

We ask for a 250 word or less narrative bio. Please do not submit a CV. Your bio is the primary tool by which collector's learn about you and your accomplishments. In addition, we encourage you to list the galleries that represent your work along with your website(s) and those of your gallery.

HOW DO I ACCESS THE ONLINE FORM TO SUBMIT INFORMATION ABOUT MY WORK?

You will receive the link via email.

Please note that you must complete all the required fields in

order to submit the form. Information must be submitted all at once. You cannot save and return to the form. You may want to type everything in a Word document and cut and paste into the form to take advantage of spell check.

Please have an image of your work available when you upload your information. While there aren't restrictions on file size, the image file type should be a .JPG or .PNG. The system will not accept a PDF.

WHAT IF I DISCOVER A MISTAKE WITH MY ARTWORK ENTRY?

Please email auction@artpapers.org with the correct information and Art Papers will make the changes for you. Please do NOT do a second upload into our system.

HOW DO I DETERMINE THE RETAIL VALUE AND STARTING BID FOR MY ARTWORK?

The Retail Value is the full price the work would sell for (framed or as presented) in a gallery. This value should be consistent with the price of similar works you have sold to date.

Setting the Starting Bid is not a science but industry standards recommend a starting bid somewhere between 25% and 45% of an item's retail value. Setting the starting bid too high may discourage bidders from bidding, whereas setting the starting bid too low may mean that the item doesn't reach its maximum retail potential.

If you have any questions, contact auction@artpapers.org. Sometimes works in the auction sell for above retail, while other times they go for the opening bid. Make sure you set an opening bid value at which you would feel comfortable with the work selling.

Art Papers will determine the bid increments for all works using a standard formula based on the retail value of the work.

WHEN, WHERE, AND HOW DO I NEED TO SHIP/DELIVER MY ARTWORK?

IF YOU RESIDE IN THE ATLANTA AREA, please plan to deliver your work to 200 Peachtree Street on **Sunday, February 16 between noon and 5pm**. We will email you

with additional information about artwork drop off closer to February 16.

IF YOU RESIDE OUTSIDE OF THE ATLANTA AREA, please ship your work to the following address for delivery no later than **Friday, February 14**.

ART PAPERS
Attn. Saskia Benjamin
1083 Austin Avenue NE
Suite 206
Atlanta, GA 30307 USA

Please clearly label BOTH YOUR ARTWORK AND YOUR PACKAGING WITH YOUR NAME for easy identification. If you have any questions about shipping your work, please email auction@artpapers.org

WHO PAYS FOR SHIPPING?

We ask that you please cover the cost of shipping your work to the Auction. Should your work not sell, Art Papers will cover the cost of returning the work to you. If this policy proves to be a hardship for you, causing you to be unable to participate, please contact auction@artpapers.org.

IF I'M SHIPPING MY WORK, HOW DO I KNOW IT ARRIVED SAFELY?

Art Papers will email you confirming receipt of your work. In the unfortunate instance that your package and/or work arrives damaged, we will email you photos of the damage so that you can take action with the shipper. Please pack your work well to ensure that it arrives safely.

Please note that shipping framed works with glass rather than Plexiglas is precarious at best. But if you must, it is best practice to completely cover the glass with blue painters tape or similar (do not use packing tape or another kind of tape that will leave residue) and cover the face of the work with a piece of cardboard or foam core. Then pack with plenty of padding.

If you are shipping a work unframed, please use multiple layers of cardboard or foamcore (layer with grain of cardboard in opposite directions). Be sure your artwork is spaced away from edges and corners of box with extra packing material. Corners and edges of packaging are especially vulnerable to damage during shipping.

WHAT DOES IT MEAN FOR MY WORK TO BE “INSTALLATION READY”?

We ask that all works be installation ready. If your artwork hangs on the wall, it must have some form of hanging hardware. D-rings are preferred, but a wire or hanger is acceptable. We have very little time to install the 200+ works and having to attach hanging hardware slows the installation crew down considerably. Without hanging hardware, you also run the risk that your artwork will be installed incorrectly.

If your work is intended to be unframed, or has special installation needs, please include hanging hardware, or indicate your preferred hanging method. Otherwise our installation team will use their best judgment.

WHAT IF MY ARTWORK HAS SPECIAL INSTALLATION NEEDS OR IS COMPLICATED TO INSTALL?

We are curious to know ahead of time if your work requires a pedestal, electricity, or has special installation needs or considerations. We ask that you please take the time to answer this question on the online artwork donation form and provide details so that we are prepared at installation time.

If your piece is complicated to install, or must be installed in a specific manner (such as a sculptural work with component parts) we ask that you provide installation notes/photos/drawings with the piece either at the time of in-person delivery, or in the package when shipped.

MY WORK IS VIDEO-BASED. IS THIS APPROPRIATE FOR THE AUCTION, WILL ART PAPERS SUPPLY THE AV EQUIPMENT?

Art Papers is unable to provide any AV equipment (DVD players, flat screens, projectors, etc.). Please consider these items part of the artwork and ship/deliver them with your piece. Of course, we will not sell the AV equipment with the work unless instructed to do so. Equipment can be picked up on **Sunday, February 23**.

WHAT IF I CAN'T AFFORD TO FRAME MY WORK?

Art Papers is working with Atlanta framers who are generously providing their services free of charge. However, because the service and materials are donated, we are limited in the number of works that can be framed. In addition, we cannot frame any work larger than 32 x 40 inches.

If you need assistance framing your work, email auction@artpapers.org with the subject line “framing assistance”. Work will be framed on a first-come, first-serve basis and it is possible that we will have more need than can be accommodated so it is imperative that you email us ASAP.

Your artwork must be delivered to the Art Papers office by **Wednesday, January 29 (preferably earlier)** to allow the framers enough time to work. Absolutely no framing will be done after that date.

If you receive framing assistance, we ask that you please donate 100% of the proceeds of the sale to Art Papers to match the generosity of the framers.

WHAT HAPPENS IF MY WORK DOESN'T SELL?

Any artwork that does not sell during the auction will be available for sale during artwork pick-up on Sunday, February 23 from noon to 5pm. Works will be available at their opening bid.

If your work did not sell, and you live in the Atlanta-area, we will contact you on Sunday, February 23. We ask that you please make every effort to come by between noon and 5pm that day to pick up your artwork. Any works not picked up, will be transported to the Art Papers office for pick up there. If you live out of state, we will contact you to arrange for the return of the work.

If you wish to take your unsold work with you on Saturday night after the auction, an Art Papers staff member must sign the work out.

HOW WILL I KNOW IF MY WORK SOLD AND WHO PURCHASED IT?

Because we use mobile bidding, you will be able to see via the mobile app if your work sold when we close the silent auction at 10:30pm. In addition, Art Papers will send you an email with

the name of the collector who purchased your work along with the sale price. Give us at least until mid-March to get that information to you.

WHEN AND HOW WILL I RECEIVE PAYMENT FOR MY ARTWORK?

Please allow us up to 60 days to mail your commission check to you. If you prefer to receive payment via PayPal or by wire transfer, please let us know when you receive confirmation that your work sold. Please note: if your work sells for \$600 or more, you will be required to fill out a W-9 form for tax purposes prior to receiving payment.

WHAT IF I HAVE OTHER QUESTIONS NOT ANSWERED HERE?

Please email: auction@artpapers.org or call: 404 . 588 . 1837