

So It's Your First Capricon Art Show (Or You Just Want a Refresher)

Basics:

Our Capricon Art Show is a gallery-style silent auction, not an Artist's Alley. This means that each item has a bid sheet where congoers may write down their badge number and bid amount, starting with the artist's chosen minimum bid. Any pieces with three or more bids will go to our Live Auction on Saturday night. Any pieces with one or two bids will be sold to the highest bidder. The silent auction ends when the show closes Saturday evening. Buyers will pick up their purchases Sunday morning (or Saturday night by special request.) Attending artists are only required to be present in the show for artist setup and artist pickup. Artists may choose to mail in their pieces for an additional fee. Artists may designate an agent to physically attend when they are unable.

Within our Art Show space but separate from the main show is our Print Shop. While we ask artists to display only one of each piece in the main show, the Print Shop is where duplicates can be shown and made available. These pieces are immediate sale items that buyers may freely pick up and bring to our register.

Capricon will charge a 10% commission on all art sold in our show. Sales tax for the area where our convention is located will be charged to patrons when they pay for their art.

Our Art Show is open to artists of all skill levels. We do not discriminate on the basis of skill, race, gender, etc. AI art is not permitted in our show. Some art may not be displayed if it contains racist or otherwise problematic elements. Mature art is permitted, but will be required to conceal (usually with sticky notes for 2D art) the "bits" as this is a family-friendly convention.

Getting Started:

Artists begin by applying on artist.capricon.org. This is where artists make accounts that include mailing addresses (so your check and/or returned art goes to the correct place), descriptions of their work, etc.

Welcome to the Artist Portal Page for Taia

[View/Change your profile](#)[Change your password](#)[Switch to Vendor Portal](#)[Logout](#)

Artist Spaces

art

[Request art Space](#)

Artists then apply for space, which is how costs are determined. We offer a variety of spaces to suit the type, size, and amount of art each artist is displaying. The types are described in greater detail on our Policies and Info document, but these are definitions of terms:

Bay: grid (panels of 2ft wide and 7ft tall) black wire grid, usually arranged in a u-shape. Full bays will always be at least 6ft wide. The purchase of a bay does not include a table unless the artist has selected a Full Table Bay.

Table: a 6ft long by 1.5ft deep table set against the back of a bay.

Half-Grid: the grid above a table in a bay.

Half-Bay: half (divided vertically) of a u-shaped bay with no table in it. Also sometimes a small bay on the end of a row of comparable size.

We also sell limited numbers of corner table bays (where the tables touch with no grid between) and pairs of two tables. Print Shop space is sold separately. Artists are not required to buy print shop space. Artists are also able to buy only print shop space. Because the print shop can fill up quickly, we have only two space options there.

Print Shop Half Table: 3ft of a 6ft by 1.5ft table

Print Shop Half Grid: 3ft of grid above a table

For Print Shop especially, we also have shelves that can hang on the grid. These can be used in the main show, but they mostly end up in our Print Shop.

Below is a photograph of an empty bay, made with five panels of grid.



Pay For Your Space:

After we approve your space (and we may change this based on availability or other internal factors), you must pay for it. Reservations are not guaranteed until we have received your payment. Nor are you able to load your inventory until after you pay. This payment will also include your mail-in fee if you will not be attending in person.

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Artist Spaces

art

You have been approved for:

art in art for \$5.00 on September 18, 2025 at 4:30 PM

Total price for art spaces \$5.00

[Pay art Invoice](#)

Enter Your Items:

This is the most important thing for artists to do prior to the show. Mail-in artists should enter items online prior to sending us their art.

[View/Change your profile](#)[Change your password](#)[Switch to Vendor Portal](#)[Logout](#)

Artist Spaces

art

You have purchased:

art in art for \$5.00 at Thu Sep 18 2025 16:38:59 GMT-0500 (Central Daylight Time)

[Show receipt for art space](#)[Open Item Registration](#)

There are three types of art you can enter and we'll define terms going from top to bottom as the Open Item Registration displays.

Art:

Most items in our show are Art. These are pieces available for silent auction. They will have a minimum bid, the minimum amount of money you want to take home for it.

Print:

Items displayed in our print shop. These pieces are available for immediate sale at a flat price. Multiple identical pieces can be included, such as prints of an original painting available for auction. Artists can also "cheat" by simply describing "bookmark" when each is made of a different fabric and avoid having to enter separate lines for every single different fabric when the pieces are functionally identical.

NFS:

A piece in the main Art Show that is not available for purchase. Something artists want to show off but not give up. Again, prints of such a piece can be sold in the print shop if the artist desires. Artists will be asked to include a value for insurance purposes only. NFS pieces will have a bid sheet which will prominently read NOT FOR SALE for all patrons to see.

When entering art, please remember to click Save Changes before closing the Open Item Registration window. If you wish to remove an item, scroll all the way to the right where you will see a trash basket to delete it. Again, Save Changes after you're finished with a session.

You will be able to pull up your own control sheet (list of all art you've input), bid sheets, and print shop price tags if you wish. Our system will automatically assign numbers based on the order you enter items in, which can be used for reference. We ask that artists print their own price tags and attach them to print shop items in some fashion. Capricorn will print bid sheets for all artists.

Artists should ensure that all items, regardless of Art, Print, or NFS, are labelled on the back allowing staff to ensure bid sheets are linked to the correct pieces. It is not impossible that staff may have to move attending artist work after setup, or simply that bid sheets were not yet printed when the artist set up. Many artists with small items, such as jewelry, often include images and/or use the system's assigned numbering to assist with this.

See Item Entry screen scrolled all the way left (default). One item has been previously entered or saved, three have been added just now. This screen shows the numbers for all saved items, the title, and the material. Highlighted clickable buttons are "Save Changes", "Print Bidsheets", "Print Control Sheet", and "Close Item Registration". If you click "Close Item

Registration” without saving, it will give you a warning that the information will be lost. Clicking it again will close the window.

Item Registration

Registration for Art Auction Items

#	Title	Material
1	Chomp	Linoleum block print
new1	Alef	Photograph

Undo

Redo

Add New

Save Changes*

Registration for Art Sales / Print Shop Items

#	Title	Material
new2	Bet	Giclee Print

Undo

Redo

Add New

Save Changes*

Registration for Display Only / Not For Sale Items

#	Title	Material
new3	Gimmel	Acrylic Painting

Undo

Redo

Add New

Save Changes*

Buttons to print out bidsheets and control sheets.

Print Bidsheets

Print Control Sheet

Close Item Registration

See Item Entry Screen scrolled all the way right. This now shows the Minimum Bid, Quick Sale Field, Status (for Art Show internal use), and Delete on the Auction Items section. For Print Shop it displays Quantity and Sale Price. For NFS pieces, it displays Insurance Price.

Item Registration

Registration for Art Auction Items

	Material	Minimim Bid	Quick Sale	Status	Delete
	Linoleum block print	\$20.00	\$0.00	Checked In	
	Photograph	\$15.00			

Undo

Redo

Add New

Save Changes*

Registration for Art Sales / Print Shop Items

	Material	Quantity	Sale Price	Status	Delete
	Giclee Print	5	\$10.00		

Undo

Redo

Add New

Save Changes*

Registration for Display Only / Not For Sale Items

	Material	Insurance Price	Status	Delete
	Acrylic Painting	\$50.00		

Undo

Redo

Add New

Save Changes*

Buttons to print out bidsheets and control sheets.

Print Bidsheets

Print Control Sheet

Close Item Registration

Artist's Challenge:

Capricon has an annual tradition of the Artist's Challenge. Each year, artists will have the chance to make a piece featuring a goat (our mascot) and at least three other elements specified in the year's challenge. These pieces are displayed in our Artist's Challenge bay, not with the rest of an artist's work. Best Artist's Challenge piece is one of our Art Show awards.

Mailing Art:

After entering the inventory, artists not attending in person will prepare their art for mailing. Capricon has no preferred mail carrier. Mail-in artists will receive an email providing the year's shipping address, time frame, and deadlines. Art may not be mailed prior to a specified date, nor after a separate specified date. The latter is to ensure that shipping delays do not prevent art from arriving too late to get to the show. Special extensions to mailing can be made by arrangement with Art Show staff but are not encouraged.

Please make sure to email artshow@capricon.org with your tracking number(s).

Mail-in artists should provide a prepaid return mailing label for ease of return shipping. Capricon also recommends using a newer, sturdy box with all the packing material your art requires for safe transit. Some shippers will reject obviously well-used boxes.

It is recommended to include your own inventory (or a copy of your control sheet) in your box for art show staff to check against upon receipt. If an artist has a suggested layout for their art, or any special instructions, please include that in the box as well. Staff will try to adhere to the layout as best we can.

If any discrepancies are found, Art Show staff will reach out to artists via email to remedy as quickly as possible to ensure all art can be bid upon or sold.

Setting Up Art:

Attending artists (or their agent) will physically bring their work to our show. If a hotel has specific requirements, such as using a dock, that information will be emailed to artists prior to the convention.

Upon arrival, art show staff will present artists with control sheets, bid sheets, and price tags (per what the artist has entered online) and direct them to their bay. Artists with hanging pieces will be provided with s-hooks, binder clips, and foam squares for attachment to the grid. Blue painters tape will be available to attach bid sheets. Artists will also be asked to display a "FAN ARTIST" or "PRO ARTIST" sign, available at our Art Show office, for award voting purposes. If an artist is uncertain which label best fits, Art Show staff will try to help. Again, this is for award categories, and does not reflect on anything else.

Artists may bring in and utilize their own display materials. This can include jewelry boards, hooks and fixtures, props (such as showing a spoon rest in action), fabric to drape over the grid, tablecloths, etc. It is assumed that these items are not included with the sale of the art. Please indicate to Art Show staff if your displays are meant to be included with the pieces when sold.

Artists should check off every piece they have confirmed present in the show and sign the control sheet for our records, returning this to the Art Show office. The second copy is for the artist to keep. Discrepancies should be brought to the Art Show office staff who can adjust the artist's online inventory, prices, etc. on site as needed.

The same check-in process will be employed by Art Show staff on behalf of mail-in artists.

The Show:

Artists are not required to be present while the Art Show is open. Artists are welcome to attend as patrons, bidding on art, purchasing print shop items, and enjoying their time at the convention. Some years Capricorn has a Friday night reception that all artists and congoers are welcome to attend. There will be QR codes for people to vote on the awards. We will also have a box and slips of paper for Art Showdown suggestions, and a sign-up sheet for participants.

Artist Showdown:

Attending artists are encouraged to participate in our annual Artist Showdown on Saturday night! Artists will go head-to-head drawing the most ridiculous suggestions made throughout the show in a mere three minutes. This bracket-style competition will be decided by audience acclaim. This is not in the same room as the Art Show, and is often on our main stage.

Live Auction:

Any pieces with three or more bids (or by Art Show staff discretion) will be auctioned off live in a traditional format. The live auction happens in the same room as the Artist Showdown and is either directly after or afterwards with up to a half hour break for necessities. Our artist awards will be first announced at the live auction.

Awards:

Each artist is eligible for at least two of our awards every year. These awards are:

Best in Show
Best Fan Work
Best Pro Work
Best Artist's Challenge
Artist Showdown Victor

There will be physical awards to take (or mail) home for the winners.

Sunday:

Sunday starts with buyer pickup. All bidders who have won auction items (silent and live) will come Sunday morning to pay for and pick up their pieces. Artists who have purchased art may choose to come with all other patrons, or to wait until they can also check out and pack up their own art.

Artists will be checked out Sunday afternoon or when Art Show staff announces they are ready. If an artist needs to check out earlier, please speak to Art Show staff no later than Saturday night, by the time the live auction ends.

Checkout is functionally the reverse of check-in. Artists will be presented with control sheets showing sold and unsold art, including how much each piece sold for. Artists will take down and pack up all unsold art, checking it off on their control sheet. They will return a signed, marked up copy to the Art Show office, along with the bid sheets for the unsold art. (These will be marked with a blue highlighter slash.) Any discrepancies should be noted at this time for Art Show staff and possibly Treasurer to reconcile.

Once the reconciliation is complete post-con, the Treasurer will mail checks to the address on file, usually 2-3 weeks.

Other Information:

Year-specific instructions will be sent out via email. This document is meant to cover information that does not change annually.

Questions can always be sent to artshow@capricon.org. If it is off-season for Capricon Art Show (between about March and August), replies may take longer.

We try to be accommodating for our artists. If you need electricity, wish to share space because you and your friend don't have much art each, or have any other special requirements, please reach out to us and we will do our best to arrange things.