

Telaraña Fiber Arts Guild

Instruction Sheet for Entry into the Mesa Arts Festival December 14 and 15, 2019

1. Enter any fiber arts items (Paper, Basketry, Tapestry, Navajo, Handwoven, hand knitted, felted and fiber sculpture, handspun yarn skeins etc.). Items will be accepted at the Fire station--830 Stapley Dr, Mesa on Tuesday Dec. 10 from noon – 2 pm. **Submission deadline is December 10, 2019. No items will be accepted on the days of the Festival.**
2. Items must be in new condition, made within the last 2 years and with no noticeable errors. You cannot submit items that did not sell in the booth two or more years ago.
3. Fill in the inventory list and artist's agreement. Sign it and submit with your fiber arts items at check-in.
4. **Entry fee is \$20 payable to the Telaraña guild when you submit your inventory.** A fee of 15% on items that sell at the Festival will be deducted from your income from that item.
5. **Labels must be attached to each item, or the item will not be accepted for entry.** Proper labeling is vital for accurate inventory and identification. Please scrutinize your labels before presenting at check-in to be sure that you have all information correctly shown. Label must include:
 - a. Your name
 - b. ID code made up of 6 digits using your 3 initials (first middle and last name) and a 3-digit number. For example – **BRF100, BRF101** etc. If you have several identical items, they can use the same code.
 - c. Include care instructions and the fiber content of the item. (If applicable)
 - d. Price of the item.
 - e. The label can be no larger than a standard business card which is 2 x 3 ½. You can print on both sides or fold.
 - f. Attach the label to your item securely (safety pin, ribbon, yarn with knot).
6. Number of items on display at the Festival is dependent upon the number of entrants and the space we have. The number of items per entrant may be limited by committee. The entrants agree to accept committee's display decisions.
7. After the show is over, items will be returned on December 16, 2019 from 6 PM to 7 PM at the fire station - 830 Stapley Dr, Mesa. **No items will be returned at the Festival due to security and accounting.**
8. Checks to Artists will be distributed at pick up, if reports are finalized. Otherwise they will be distributed at the January guild meeting.