

## **SageFen Maker Fest Mail-in Artwork Procedures and Tips**

Thank you for sending your artwork to the SageFen Maker Fest Art Show. Please read and follow the below information. Much of this is standard for those of you who have sent work to many art shows, but there is always a first time for someone.

**1)** Control forms and bid sheets are available to download from our website. Please fill them out and include them with your artwork. Check to be sure that the titles/prices, etc. match on control forms and bid sheets. Prices should be in **whole** dollars only. Please print as legibly as possible. *(If we can't understand title, price, media or if there are discrepancies, we can't display that item unless we can contact you to check on it.)* Please email our Art Show Director at [artshow@sagefencon.org](mailto:artshow@sagefencon.org) with any questions, comments, or concerns.

**2)** Label all artwork with title/date/price and your name where possible. For small items (such as jewelry or other 3-D artwork where individual labeling is not feasible) please send a sheet with clear descriptions of each and/or code the pieces in some fashion.

**3)** **Please send your artwork to arrive no later than Wednesday March 26th.** If your artwork arrives late, we cannot guarantee that we will be able to get it to the convention. Please email at [artshow@sagefencon.org](mailto:artshow@sagefencon.org) if it is going to be late.

**4)** Please pack your artwork carefully. (We will inspect it all very carefully when opening the packages and call you if there are any signs of damage.) Remember to check with your carrier about insurance.

**5)** Label the shipping packages with your name and address on each one. If you use more than one package, please indicate how many (i.e. labeled 1 of 3, 2 of 3, 3 of 3). While we hope that you sell all the artwork that you sent and all we need to send back is a check, this is not always the case. If your artwork needs to be packed in a special way such as certain pieces in certain packages, please include that information on a separate sheet. It's not always obvious after the show which pieces came from which cartons. Also please let us know if you want your shipping containers sent back if all your artwork sells.

**6)** Please tell us how you want your work returned (i.e. USPS, UPS, or Federal Express) and provide adequate return "postage" (and insurance). Prepaid labels are preferred. Refunds of surplus postage will be included in payment checks to artists. Likewise, we will deduct return shipping costs from your sales if you did not provide adequate postage.

**7) Please send art to:**

**SageFen Maker Fest Art Show  
c/o Renee Allwardt  
6845 W. 35th Ave.  
Kennewick, WA 99338**

- 8)** Feel free to send us a suggested display layout of your artwork. Remember the panel space is 4 x 4 feet, table space is 3 x 2½ feet, and you need to allow for placement of bid sheets next to your pieces.

# SageFen Maker Fest Art Show

## Shipping Form

Please return this form with your shipping deposit

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

Shipping address: \_\_\_\_\_

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

Shipping Deposit: \$ \_\_\_\_\_

Mailing Label included: Yes \_\_\_\_\_ No \_\_\_\_\_

Preferred Carrier:

USPS \_\_\_\_\_ Ground or Priority Mail

UPS \_\_\_\_\_ Ground or 2 day Air

FedEX \_\_\_\_\_ Ground or Express

Special Directions: