

Registration and Intake Instructions for Merry Artists 2023 November 17-19

Welcome to Merry Artists 2023. We are looking forward to another fun and successful show. The following instructions are meant to assist our artists and volunteers.

You may register items at any time. **Deadline for entry is Wednesday November 15th**. Labels will print as usual on Monday's and Thursday's. Occasionally an additional printing will take place if a shop team member is at Goodyear. You can look online to see if your labels have printed.

The Merry Artists Sign-up Genius will be up and running mid-October. Please take a few minutes to review the job descriptions for volunteer positions. We cannot make this happen without your help.

We request, but do not require, artists to volunteer for one shift. There is something for everyone.

This year the price limit is \$500.00

Intake will take place in the Goodyear Kitchen, November 17, 18 from 10-1 and 1-3 and November 19 from 1-3 unless otherwise noted.

There will be different dates and requirements for different media. Please read the following instructions.

Pottery Intake – Tags will be scanned November 16 from 9-11. Bring your tags only. After being scanned in you will attach your tags to your pieces. Any tags you don't use you must return to us so we may remove the item from inventory. Drop off for Pottery will be **Friday the 17th, Saturday November 18, 10-1 or 1-3 and Sunday November 19 from 1-3**. Please start by bringing up to 35 pieces each. After the opening weekend you will be allowed to replenish inventory.

We will need volunteers from the pottery guild to help with unpacking the boxes for the setup team.

Jewelry Intake –Jewelry intake will take place over three days. November 17, 18, 19. If at all possible Jewelry **should** be on displays. There are a limited number of display pieces which will be available in the Goodyear kitchen, first come first served. Please label your display pieces with name and contact information. You will be responsible for picking up display pieces at the end of Merry Artists. **Earrings must be on cards or in boxes and have backs on them including ear wires.** Plastic backs are available on Amazon. Please try to indicate what kind of metal ear hooks are made of. We have paper punches to make cards on the shop desk. **No jewelry in baggies will be accepted.** If you must bring items in baggies be prepared to unbag and display your pieces. The setup team does not have the time or manpower to unpack items, locate

displays and properly display them and there is no time for untangling necklaces which are delivered in a Ziploc bag.

Wall Art Intake – ALL WALL ART PRICED OVER \$500 MUST BE REMOVED FROM GOODYEAR BY 5 p.m. THURSDAY NOVEMBER 17 Wall Art size limits apply. 120 inches perimeter measurement. One person must be able to handle the piece alone. Wire hangers only. No sawtooth hangers. You may bring in 5 pieces initially. **Drop off will be November 18 from 10-3 and November 19 1-3.** Hanging of Wall Art will take place November 20 after 5 p.m. and November 21 from 9 a.m. to noon. Display of wall art is at the sole discretion of the set-up team.

Ornaments – Ornaments will be displayed on grids. As with Jewelry, our intake and display teams do not have time to unpack individual ornaments packaged in baggies. These items do not display well in a basket. Shoppers tend to overlook them.

Fiber Arts – Please use a paper tag with the price tag attached to your item with a safety pin to make sure the price doesn't get separated from the item. Hang tags and safety pins are available on the desk in the Goodyear kitchen. If you need display items such as mannequins please check with Goodyear ahead of time.

All other media – General Intake will be November 17, 18, 10-1 and 1-3 and November 19 1-3