

# Handweavers Guild of Boulder 2011 Annual Sale Check-in List

Artist Name \_\_\_\_\_ PIN # \_\_\_\_\_

## Stop 1 – Membership Verification, W-9 Collection and Disclaimer Signature

- Check membership paid by September 16, 2011 by \_\_\_\_\_
- Collect filled out and signed W-9
- Check disclaimer signed

According to Colorado State Law, HGB pays the wholesale price for stolen items. HGB, however, does not carry insurance for the Sale should something happen to the Boulder Fairgrounds building itself. Artists should carry their own insurance for this scenario.

Artist agrees to abide by all the rules in the Sale Rules and Regulations. Items entered in the Sale may be removed from the Sale at any time due to standards or labeling issues.

Sign and date below to acknowledge that HGB has no responsibility for your items in the Sale other than loss due to theft, that your items may be removed from the Sale, and that you agree to abide by the Sale's Rules and Regulations.

Artist's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Stop 2 – Shift Verification

Check and note the number of shifts required. Number of shifts: \_\_\_\_\_ by \_\_\_\_\_

## Stop 3 – Optional Strickler Donation

by \_\_\_\_\_

## Stop 4 – Standards Review and Inventory Sheet/Hang Tag Check

Review inventory for Standards compliance. by \_\_\_\_\_

Check Inventory Sheets for the following items:

Inventory sheets are legible on white paper. Consecutive numerical inventory numbers start with one. Three digit item code correct. Item description enough to match to hang tag if separated. Price in dollar increment. by \_\_\_\_\_

Check hang tags for the following items:

White (or pink) hang tags with cardboard back firmly attached with perle cotton in overhand knot. All fields legible and completed. Name and PIN number match top of Inventory Sheet. Inventory number, item code, and price match line item on Inventory Sheet. Item description enough to match to item if hang tag separated. Care and content labels on all items required by law. by \_\_\_\_\_

## Stop 5 – Distribution of Inventory and Optional Member Showcase Entry

Artist distributes all items to appropriate location on sales floor.

Artist drops off accepted Member Showcase items and separate Inventory Sheet with the "Showcase Entry" box checked. by \_\_\_\_\_