



PLEASE READ INSTRUCTIONS FIRST

Mail Application to: **Bob Klassen, Standards**
 500 Glen Abbey Blvd, Knoxville, TN 37934
bobklassen@charter.net 865-604-5638 cell

Jury Fest
Receiving work: Mon - Tues, March 12-13, 2018 from 10am to 3pm or
 Mon - Tues, August 6-7, 2018 from 10am to 3pm
 Emporium Bldg, 100 S. Gay Street, Knoxville, TN 37902
Judging: Held on **March 14th & August 8th**, (no work accepted)
Shipping Work: Ship work to be delivered between **March 8-14** or **Aug 2-8**
Include return pre-paid shipping label and work will be shipped after jurying.
Picking up work: 03/14-15 & 08/9-10 Check with Standards Chair for times.

APPLICATION INSTRUCTIONS

Remember to mail your application with fee (check) to the Standards Chair, at least one week before Jury Fest. This helps us to secure judges in your medium of work.

APPLICATION/JURYING FEE (NON-REFUNDABLE)

- **\$35** for new members;
- **\$20** for current members in good standing who wish to submit items for jurying in a new media category
- **PRINT** General application form
- **PHOTOGRAPHERS** must fill out the application designated for photographers.
- Fill in the form.
- Make 2 copies, this is very important. **THEN**
A. Mail ahead of time to the Foothills Standards Chair (listed above). This helps us to secure judges for your specific medium categories represented. **MAIL A CHECK FOR THE JURING FEE, APPLICABLE COMPLETED APPLICATION AT LEAST ONE WEEK BEFORE THE DROP-OFF DATE TO THE STANDARDS CHAIR LISTED ABOVE.** Should you miss the deadline for mailing and get permission from the Standards Chair, deliver the application with your check and work on drop off day. Eliminate mailing inside one week. If you have questions, the phone number and email are also listed.
B. COPY TWO keep for your records.
- **TAKE OR SEND FIVE (5) PIECES** of your work & 5 photos (1 of each piece) with the second copy of the application to the Foothills Craft Guild office. Displays should be included for best showing.
- **IF SHIPPING YOUR WORK, use UPS, FEDEX, or U.S. Mail** and send to: Main Office, Attention Foothills Standards Committee, Emporium Center, 100 South Gay Street, Knoxville, TN 37902.
- Shipped work should be received the week before the drop-off dates, and should include the check and one (1) copy of the filled-out application form. Please package work carefully for shipping and include special packing instructions for sending back to you. **A PRE-PAID SHIPPING LABEL MUST accompany the package. DO NOT SHIP TO THE GUILD POST OFFICE BOX!**
- Work will be shipped back one week after jurying.
- **IF DELIVERING YOUR WORK, come to the Guild Office at the Emporium Building, 100 South Gay Street, Knoxville, TN 37902.** Don't forget to include a copy of the filled-out application form on the specified dates above.
- **INSTRUCTIONS & DATES FOR PICKING up your work are listed above with the drop-off dates.**

WORK MUST BE PICKED UP WITHIN 30 DAYS or it becomes the property of the Guild's permanent collection.

Special arrangements can be made for early drop off and late pick up by contacting the Standards Chair to consider your unique situation.

MEDIA CATEGORIES

Clay	Fiber	Glass	Jewelry
Leather	Metal	Mixed Media	Natural Materials
Paper	Photography	Polymer/Resin	Printmaking
Wood	Other (as defined by artisan)		

PROHIBITED WORK

- Work produced from commercial kits; commercial patterns, molds, and forms; food items.
- Work that infringes on copyright laws.
- Work that is copied from another artist.
- Objects and designs that are intended to be overtly obscene or offensive.
- Work that contains hazardous materials.
- Work that uses materials from life forms (animal or vegetable) considered endangered or threatened, or such items that are against the law to collect and use such as sea oats and feathers of song birds.
- Work that uses minerals so scarce that collecting and mining is prohibited.
- Work that used prohibited archaeological artifacts.
- Work that used materials obtained on the black market.

HELPFUL HINTS

Your work will be discussed by the Standards Committee, a group of nine or more peers within your medium of work. To help peers evaluate your work fairly consider:

- Submit pieces that represent your best work.
- Don't show your versatility by submitting unrelated items.
- Presenting a "Body of Work" shows you have mastered your craft. Show pieces that are, similar in theme or shape with different techniques or finishes. Unrelated work doesn't display well and looks disjointed.
- Include clear concise information or steps about your process.
- List the important steps to creating your work, generalizing the simple steps.
- **Don't** make your descriptions long; this information is read aloud to the jury and they could lose interest if they can't create a mental picture.
- **Limit** answers to space provided. Each applicant gets limited time for review. You may list pieces with prices on a separate piece of paper.
- **Cover** all areas where you have marked or identified your work with masking tape. All applicants must remain anonymous.
- Do not include pricing tags that have your name or description on them.
- **Do bring** props to display your work such as neck forms for jewelry, hangers for knitted work, etc.
- **Deliver** your work in a safe secure container with adequate packing and put your name on the container.
- **Complete your application EARLY** and send it in. This helps the Chairman to secure peers in your field for the jury.
- Call if you plan to be late on the last day of drop off.

You may provide additional information, such as: resume, related organization memberships, show history, and awards with your application. These documents will be included in your permanent file as a matter of record and will not be seen or shared with the jury until after the session so each member remains anonymous.

Foothills Craft Guild is not liable or accountable for broken or damaged craft items

TO QUALIFY FOR MEMBERSHIP

- Applicant must reside in Tennessee.
- Applicant must be accepted by the jury process by submitting five (5) pieces of his or her craft & 5 photos (1 of each piece) for jurying with the application form and non-refundable applicable fee.
- Items submitted for jurying must be handmade by the artisan who is submitting the application.
- Items must be of original design and produced with the past two years.

IF ACCEPTED FOR MEMBERSHIP

- After the jury date, applicant will be notified within one week of the results of the jurying.
- If accepted, the new member will have 30 days to submit the **annual member dues of \$45**. Once paid the new member will be given access to the New Membership Packet online for printing. We suggest keeping it in a Foothills Craft Guild file for records. A Guild name tag will be sent in about 6 weeks.