



IGMA

International Guild of Miniature Artisans • P.O. Box 629 • Freedom, CA • 95019-0629

Dear Artisan Applicant,

The Artisan application form and instructions guidelines are enclosed. Please read the information carefully. In addition, please thoroughly read the 2012 Artisan Guidelines. If you have any questions, please contact me for guidance.

The following dates govern the submission of your application to the Artisan Selection Committee:

April 19, 2012	Deadline for receipt of completed application and handcrafted pieces
May 4-5, 2012	Evaluation by the Artisan Selection Committee
May, 2012	Meeting of the IGMA Board of Trustees; approval by the Board is required for those applicants recommended by the Artisan Selection Committee.

No items received after the April 19th deadline will be considered at this year's evaluation. You may send your submission anytime before April 19; I will confirm receipt of your submission by e-mail. Please allow ample time for shipping. Send your submission to the following address:

Misty Barth
17 Whitney Glen Drive
Westport, CT 06880
USA

You will be notified by email and letter of the Artisan Selection Committee's decision shortly after the meeting of the Board of Trustees. Your pieces will be returned to you as quickly as possible after the evaluation. If this is your first submission, please include the non-refundable fee of \$50.00 with your application. If it is necessary, you may re-apply up to two more times with no further fee.

If you have any questions about this process, please feel free to contact me.

Sincerely,

Misty Barth

Chairperson
Artisan Selection Committee
203-221-9261
misty.barth2@gmail.com

I.G.M.A. ARTISAN MEMBERSHIP APPLICATION

2012

BEFORE COMPLETING THIS APPLICATION,
PLEASE READ THE ACCOMPANYING GUIDELINES

You must notify us of your intent to apply. The time available at each session is limited, and there may not be sufficient time available to squeeze in unexpected submissions. Please contact the Chairperson, Misty Barth (misty.barth2@gmail.com), or the Guild Administrator, Carol Hardy (info@igma.org).

Print or type your name below as you would like it to appear on the Artisan Certificate, if you are selected.

NAME _____
ADDRESS _____
CITY/STATE/ZIP _____
COUNTRY _____ TELEPHONE _____
E-MAIL _____
WEBSITE _____

I declare that all statements made on this application are true and factual, and that all of the items submitted for consideration were made by me, except where noted, within the last two years.

I have been a member of I.G.M.A. for at least one year immediately prior to the date of this evaluation.

SIGNATURE _____ DATE _____

You may pay your application fee and/or return shipping costs (international applicants only) by check or credit card. If using a credit card, please enter the information here.

Card Number: _____

Type of Card (circle) Visa MasterCard Expiration: _____ Security Code (on the back): _____

Name on Card: _____

Signature: _____

INSURANCE (international applicants only):

Amount of insurance for return package: \$ _____ (in US Dollars)

FOR OFFICE USE ONLY

FOR OFFICE USE
ONLY

Please state the category in which you are applying: _____

Have you previously applied for Artisan Membership? _____

If so, how many times? _____

Date(s) of previous application(s): _____

Category (or categories) in which you previously applied: _____

Please list the items you are submitting, indicating value, scale and whether original or reproduction.

Description	Retail Value (US Dollars)	Scale	Original/ Reproduction
1. _____	\$ _____	_____	_____
2. _____	\$ _____	_____	_____
3. _____	\$ _____	_____	_____
4. _____	\$ _____	_____	_____
5. _____	\$ _____	_____	_____

For the following questions, please use additional pages if necessary.

Briefly describe each piece, indicating whether it portrays realism, fantasy etc.

1. _____

2. _____

3. _____

4. _____

5. _____

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For each piece, if it is an original based on some historical model or era, please describe your research procedure.

1. _____

2. _____

3. _____

4. _____

5. _____

For each item you are submitting, please state the materials used to create it, the parts made by you, and the parts (if any) made by others:

1. _____

2. _____

3. _____

4. _____

5. _____

APPLICATION INSTRUCTIONS

Type or legibly print your information on the application form. If more space is needed to answer any of the questions, use additional sheets of paper. **It is recommended that you include photographs of the work in various stages of the process.** You are welcome to attach any other information you feel would be beneficial to the committee in its evaluation of your work. However, neither the application form nor any supporting documentation will be returned.

The name on the application must be that of an individual. Artisan Membership is awarded only to individuals. Therefore, an application submitted in a trade name, corporate name or any name other than that of an individual cannot be accepted for consideration.

Submission of the application does not guarantee that the applicant will receive Artisan Membership. The application is an important part of the evaluation process.

SHIPPING REQUIREMENTS

Your submission must include the following:

1. The required number of items; please refer to the first page of the Guidelines;
2. Completed application and supporting documentation;
3. Non-refundable application fee of \$50 payable to IGMA, unless fee has already been paid for up to two previously unsuccessful applications;
4. Preprinted return label (USA applicants only—see instructions below);
5. Prepaid return postage (USA applicants only—see instructions below); and
6. For USA applicants only, a prepaid return insurance fee if you want your returning items insured. **You must state the exact amount of insurance you require.** If you live in the USA, you must include a completed insurance form.

Your submission must be received by April 19, 2012.

Pack your pieces with appropriate care. Shipping companies cannot be expected to treat your items with the same consideration that we do; please pack them as carefully as possible to prevent damage in transit. Pack items very securely in cartons strong enough to be used for return shipping. Covering a box with brown paper and/or tying it with string are both unacceptable to most shipping companies. Please refer to the enclosed packing advice sheet.

Ship to: MISTY BARTH, 17 WHITNEY GLEN DRIVE, WESTPORT, CT 06880, USA

USA SHIPPING INSTRUCTIONS:

Applicants shipping within the USA are requested to use the following packing arrangement:

1. Pack the items securely as described above.
2. Label the box as it will be shipped back to you. In other words, the delivery label will show your address. **THIS IS THE RETURN BOX FOR YOUR SUBMISSION.** It is not necessary to completely seal this box, as it will be shipped within another box.
3. Take that box to the post office or shipping company, and ask them to calculate the return-shipping fee, including insurance. Be sure to explain that the box will be shipped later and from a different location. UPS and FedEx should be able to provide you with a return-shipping label. The post office requires a little more attention to detail. **Buy stamps in the necessary amount to cover the postage and insurance.** Do not use a meter strip, since the date and origin zip code will be incorrect. The post office will not accept a meter strip with an earlier date and a different zip code. Affix the stamps to the return box.
4. If you want insurance, fill out all information and attach the entire slip to the box. Do not tear off the perforated portion.
5. Pack this return box into a slightly larger box, and label it to be shipped to Misty, as above. **THIS IS THE BOX YOU WILL SHIP.**

After the evaluation, applicants using this method will have their work returned first. The large number of applicants makes the returning of submissions very time-consuming. In addition, charging and arranging for reimbursement for postage further complicates the process.

INTERNATIONAL SHIPPING INSTRUCTIONS:

We realize that packages coming from other countries cannot use the method described above, due to customs requirements. However, return-shipping costs and instructions, as well as insurance information (if you want it), must be included with the submission.

Please enclose the necessary return postage or a prepaid return label. You may send a check, **payable to Christine Barth**, to cover all costs of returning and insurance the submission to you. Credit-card payments are also accepted; enter your credit-card information on the front page of the application.

Be sure to include a properly addressed delivery label.

DISCLAIMER OF RESPONSIBILITIES

The Artisan Selection Committee will make every effort to carefully package your submission for return shipping. However, the Artisan Selection Committee, IGMA, and its agents cannot guarantee undamaged delivery and will not be liable for any damage suffered.

PACKING TIPS FOR SHIPPING MINIATURES

These packing tips have been provided to guide you through the process of getting your work safely through the postal system without damage.

Use the box-within-a-box rule. Pack each piece into a separate, sturdy box and pack these boxes inside a larger, very sturdy box. Folding boxes capable of withstanding as much as 200 pounds of pressure are readily available and easy to assemble. These boxes are crush-resistant and sturdy enough to withstand the return trip.

Do not use brown parcel paper and string. Items wrapped this way invariably get damaged, and the US Post Office no longer accepts packages tied with string.

When wrapping the individual items to be placed in the inner boxes, a soft material such as tissue paper or polyester batting offers good protection as a first layer. Bubble-wrap is often not suitable as a first layer as it has no 'give', but is excellent for wrapping around the first layer and for padding out the smaller boxes. Don't use too much tape to secure your bubble wrap—a single piece should suffice. A rubber band can hold the bubble-wrap in place, as long as your item can withstand the pressure.

When packing the inner boxes into the larger box, do not use packing peanuts! They move too freely within the carton, and shift upon impact. Instead, use materials that will completely prevent the inner boxes from moving. Bunch up bubble-wrap and/or use crumpled newspaper, crumpled plastic bags or even crumpled dry-cleaner plastic. Make sure your inner boxes have an even amount of protection all around them, and a lot of it. When you have closed and taped the shipping carton, it should be so well-padded that you should notice a slight bulge. After taping, shake the box gently. You don't want to hear any movement within the box at all. If you hear nothing, the chances are that you have done a good job!

Use enough tape on the outside of the box to ensure that the meeting-edges can't re-open, and pull the flaps tightly together as you tape.

When mailing plants or flowers, you need to do more than just affix them to the base of a "crystal" display case. We can't count how many times these items have broken loose and bounced all around the container. The heavier the planter, the greater the risk that the fixative won't hold. Consider holding your pieces to the base with wire, double-faced tape or Quake Hold, and surrounding the piece with bubble-wrap before replacing the crystal top; even if the item breaks free of its base, it won't sustain damage through impact with the display case.

As you wrap, be aware of the amount of stress your package will go through in the mail (regardless of which postal service you use), and try to pack accordingly. Sadly, we have both encountered damaged and broken pieces, and much of this damage can be avoided through the use of sound packing practices.

Pat Hartman, Guild Council for Fellow Selection
Misty Barth, Artisan Selection Committee