



Handweavers Guild of Boulder 2023 HGB Fiber Art Show & Sale Check-In List

Artist name _____ PIN # _____

Stop 1—W-9 Collection and Disclaimer Signature

- Collect W-9: filled out, signed, and PIN written at top by _____
- Check disclaimer signed

In accordance with Colorado Statute CRS §6-15-102, HGB pays up to the wholesale price for loss or damage while items are under control of HGB.

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

Sign and date below to acknowledge 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-In: # Shifts required _____ # Shifts working _____ Initials _____
 Total # items _____ Total \$\$ value of items _____ by _____

Late Check-In: Extra Shift? _____ Initials _____ Standards _____ by _____

Stop 3—Optional Strickler Donation

For each donation, “Strickler Fund” stamped above barcode label on item’s tag and item marked on artist’s inventory sheet. by _____

Stop 4—Standards Review and Tag Check

Review inventory for Standards compliance. by _____

Check tags for the following:

Barcode label on tag, tag firmly attached per the Rules and Regulations. Name and PIN number match top of Check-In List. Item classification # and technique # correct for item. Item description enough to match to item if tag and item are separated. Care and content labels on all items required by law. by _____

Stop 5—Computer Check-In

Sign and date below to acknowledge the number of items not checked in # items _____

Artist’s signature _____ Date _____

Stop 6—Distribution of Inventory

Artist distributes items to appropriate tables and racks in staging area.