

## GHOST RANCH SHOW 2008

The Las Tejedoras show will be installed on July 8. All pieces must be to Ghost Ranch by 10:30AM. Please let me know if you can help with setup or takedown. Bring a sack lunch and drink on setup day. The reception will be July 19 from 2 to 4. Participants should plan to attend. Takedown will be September 6 from 1 to 4 PM.

All pieces should be for sale. There will be a limit of 40 pieces per person at check in. If more pieces are available let me know. The show will be restocked as needed.

Please use the following as a check off list for preparing your items and inventory list. Mistakes cost our volunteers time trying to correct them. DO YOU WANT TO BE HERE AN EXTRA HOUR?

- 1. Use the Blue inventory sheet. If you do not have one, you can use white and make a border of blue around the edges. We can do the Blue border at check in.
- 2. Is your name, address, and zipcode correct? This is where your check will be sent. The accounting office for Ghost Ranch has decided to send checks monthly this year. You will receive payment according to when your items sell. A list of all sold items will be available at the end of the show and mailed to each participant who has sold.
- 3. Please tag all items with its own tag and inventory number.  
Each tag should have;
  - A. Your name – NOT INITIALS – A business name can be included, BUT your name must be on the tag.
  - B. An individual inventory number.
  - C. Retail price. Ghost Ranch receives 30% of the retail price so price your work with that in mind.
  - D. The tag can include size measurements, fiber content, washing instructions, etc.
- 4. Information A, B, and C should be filled in on the inventory sheet.
- 5. Under description please list type of item, i.e. – rug, pillow, shawl, etc. and measurements. All wall pieces must have the measurements on the inventory sheet.
- 6. Secure the tag to the item. Please do not use straight pins. Someone always gets poked. If your tag comes off your item cannot be sold until they are reunited. Wall hanging pieces should have the tag on a bottom corner.
- 7. All pieces should be ready for hanging or display. Fish line hangs pieces from the ceiling. We do not use nails in the adobe walls. Tables, clothing racks, dummies, and baskets will be used for display.
- 8. Please check the YES or NO box at the bottom of the inventory sheet regarding the 10% discount.
- 9. Put the inventory sheet with your items for check in. Make a copy for yourself.

This check off list will be used by the show check in volunteers. Any mistakes – the item can be returned to you for correction. PLEASE double check these items. It saves time for all on setup day. We usually handle 300 to 400 items on our 6 hour setup day.

Ghost Ranch provides publicity, a catered reception, display space, and VISA/MASTERCARD availability for sales. The Guild and Ghost Ranch do not provide insurance for your work. If you want insurance, provide your own.

The museum staff at Ghost Ranch have requested an Artist Portfolio Album be available during the show. This helps answer questions about individual artists and showcases our Guild. If you haven't already, please send with your pieces a one page Artist Statement and 2 or 3 photos of your work. Label your photos with name, title, date.

If you want information about the museum, call Cheryl or Lorraine at 685-4333 ext. 118. Be sure your dues are paid. Any questions call Sandy at 753-6395 or E-mail at [sandyvoss@newmexico.com](mailto:sandyvoss@newmexico.com)

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