



# IGMA

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International Guild of Miniature Artisans • P.O. Box 3643 • Hollywood, FL • 33083

Dear Artisan Applicant,

The Artisan application form and instructions are enclosed. Please read the information carefully. In addition, please thoroughly read the 2021 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:

- |                    |   |
|--------------------|---|
| August 1, 2021     | Notification date; if you do not notify me by this date, we cannot guarantee that the committee will be able to evaluate your submission.     |
| September 4, 2021  | Deadline for receipt of completed application and handcrafted pieces  |
| September 21, 2021 | Evaluation by the Artisan Selection Council   |
| September 24, 2021 | 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 September 4 deadline will be considered at this year's evaluation. You may send your submission anytime before September 4; I will confirm receipt of your submission by e-mail. Please allow ample time for shipping. Send your submission to the following address:

Sally Manwell  
902 Second Street  
Liverpool, NY 13088  
USA

You will be notified by email 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 necessary, you may re-apply up to two more times with no additional fee.

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

Sincerely,

*Sally Manwell*

Chairperson  
Artisan Selection Council  
315-457-5878  
sallymmini@gmail.com

# I.G.M.A. ARTISAN MEMBERSHIP APPLICATION

2021

**BEFORE COMPLETING THIS APPLICATION,  
PLEASE READ THE ACCOMPANYING GUIDELINES**

**VERY IMPORTANT: You must notify us by August 1, 2021, of your intent to apply.**

You may notify after August 1, but we cannot guarantee there will be sufficient time available for unexpected submissions. Please contact the Chairperson, Sally Manwell (sallymmini@gmail.com), or the Guild Administrator, Sophia Harris (info@igma.org).

**VERY, VERY IMPORTANT: PLEASE DO NOT RE-TYPE THIS APPLICATION.** Print a copy and fill it out by hand. You may add typewritten pages to describe your work. Please do not print on both sides of the page.

Print 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 items submitted for consideration were made by me, except where noted, within the last three years (2021 ONLY). I have been a member of IGMA 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

In what category are you 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 or fantasy.**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

FOR OFFICE USE  
ONLY

**For each piece, if it is 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. **Do not re-type the form, and please do not print on both sides of the paper.** If more space is needed to answer any of the questions, use additional sheets of paper. **The depth and quality of your documentation is an important part of your submission.** It is strongly recommended that you include photographs of your work in various stages of the process. If you do not have photos of all pieces, pictures illustrating the progress of at least one piece will help. 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.

**Please do not print your name on any pages of your documentation.** The evaluation process is “blind”; the committee members do not know whose work they are evaluating. If your pieces are signed, we will use low-adhesive tape to cover your name.

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 member 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.**

## **SUBMISSION REQUIREMENTS**

All submissions must be shipped or hand-delivered to the chairperson. **Submissions may not be delivered at the Guild Show; the Chairperson needs time to process submissions before the meeting.**

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 (a check payable to IGMA or credit-card information), unless fee has already been paid for up to two previously unsuccessful applications;
4. Preprinted return label;
5. Prepaid return postage (USA applicants only—see instructions on the next page); and
6. For USA applicants only, an insurance form if you want your returning items insured.  
**You must state the exact amount of insurance you require, and include a completed insurance form.**

**Your submission must be received by September 4, 2021.**

Pack your pieces with appropriate care. Shipping companies cannot be expected to treat your items with the same consideration as 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: SALLY MANWELL, 902 SECOND STREET, LIVERPOOL, NY 13088, USA**

## **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.**

## SHIPPING INSTRUCTIONS

**Please read and follow carefully. The large number of applicants creates a large number of submissions to be returned by the chairperson.**

### USA APPLICANTS:

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

1. Pack the items securely as described on the next page.
2. **Please use boxes that are new or in very good condition, with no lettering or graphics.**
3. 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.** Do not completely seal this box, as it will be shipped within another box. (Alternatively, if you will attend the Guild Show, you may pick up your submission there rather than having it shipped back.)
4. 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.
5. 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 or “Click ‘n Ship” label,** since the date and origin zip code will be incorrect. The post office will not accept postage with an earlier date and a different zip code. Affix the stamps to the return box or include them in the box; be sure not to cover the stamps with tape.
6. If you want insurance, be sure to indicate that on the first page of this application. If no insurance is requested on your application, your return package will not be insured. The post office no longer uses insurance labels. Therefore, be sure to include the cost of insurance when calculating your return postage.
7. Pack this return box into a slightly larger box, and label it to be shipped to the chairperson, as indicated on the previous page. **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 reimbursement for postage further complicates the process.

### INTERNATIONAL APPLICANTS:

We realize that packages coming from or going to other countries cannot use the method described above, due to customs requirements. However, return-shipping instructions, as well as insurance information (if you want it), must be included with the submission. **If you are using the postal system, please ask your local postal authority if there are restrictions for insurance on packages coming from the USA. The US postal system requires that insured packages be sent via Priority Mail. The charge is higher than First-Class Mail, but the fee includes \$200 insurance.**

**Please use boxes that are new or in very good condition, with no lettering or graphics on the outside. Be sure the boxes are sturdy enough to withstand shipping.**

Pack your submission into a box addressed to you. **THAT IS THE RETURN BOX FOR YOUR SUBMISSION.** Do not completely seal this box. Instead, place it into a second box, addressed to the chairperson. **THAT IS THE BOX YOU WILL SHIP.** (Alternatively, if you will attend the Guild Show, you may pick up your submission there rather than having it shipped back to you.)

Please include your credit-card information on the front page of the application to cover all costs of returning and insuring the submission to you. After the package has been shipped, the Guild office will charge the postage to your credit card.

## 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 on 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 box. 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 box.

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.