

Drop off Items: Mon-Tues, Aug 16-17, 2010, from 10 am to 3 pm  
at the Emporium Center, 100 S Gay, Knoxville, TN  
**Jury Fest will be held on Aug 18 (Wed) 12 pm**  
Pick up Items: Mon, Aug 23, 2010, from 10 am to 3 pm

## General Membership Information

**What is a Guild?** A guild is an association of persons of the same trade or pursuits, formed to protect mutual interests and maintain standards.

**What is a Jury Fest?** A process of evaluating handcrafted work to gain entrance into the Guild. Once accepted, as long as you keep your membership current, you will not have to submit slides or work to participate in a Guild event.

**Questions?** After reading the information below, if you still have questions, please email or call Terri Cadman, [terri@c-studios.com](mailto:terri@c-studios.com) or 865-475-6176.

1. Applicant must reside in Tennessee.
2. Applicant must submit **5 pieces** of your craft for jurying.
3. Items submitted for jurying must be handmade.
4. Work can be hand delivered or mailed (include pre-paid postage label for return shipping). **Do not ship to our PO box** but mail to Main Office, Attn Foothills, Emporium Center, 100 S Gay Street, Knoxville, TN 37902.
5. Application fee of \$35 (\$20 for current members) is non-refundable and must accompany application.
6. Application and fee should be mailed **7 days before** drop-off dates so that Foothills can anticipate the number of applicants. Do not mail your application and check after this time frame but email that you are coming and **DELIVER YOUR WORK AND CHECK TOGETHER**.
7. An application fee of \$20 (non-refundable) for current members in good standing is required for those who wish to submit items for jurying in a new media category.
8. Special arrangements can be made for early or late drop off and pick up.
9. Application and fee can be delivered with work that is dropped off in last-minute situations. Email or call that you are bringing your work in at the last minute.
10. Crafts must be of original design and produced within the past two years.
11. The Foothills Craft Guild is not liable or accountable for broken or damaged craft items.
12. Crafts produced from commercial kits; commercial patterns, molds, and forms; food items; and any items violating copyrights are disallowed.
13. Foothills does not condone the use of material considered endangered or threatened.
14. At the discretion of the Standards Committee or Board, the use of purchased, manufactured items **may** disqualify an entry.
15. After the jury date, applicant will be notified within one week of the results of the jurying.
16. If accepted, you will have 30 days to submit the annual member dues of \$45. Once this is paid, you will be sent a new member packet with information on upcoming shows, things you need to know, membership number, and Guild name tag.

### Instructions:

1. Print out 3 copies of the filled-in Application Form located at <http://www.foothillscraftguild.org/form-application.pdf> then
  - a. **Send one copy with the application fee** (7 days or more before drop-off date) to: **Terri Cadman, 2580 Cochran Rd, New Market, TN 37820**. (To print after filling in the form, click on your browser's print button. Applications may be filled in by hand, but don't forget to print the copies).
  - b. Put the second copy in with your artwork that is to be delivered for jurying.
  - c. The third copy is for your records.
2. **If shipping your work**, mail it to: Main Office, Attention Foothills, Emporium Center, 100 South Gay Street, Knoxville, TN 37902. Work should be received the week before the drop-off dates. Return address and PRE-PAID POSTAGE LABELS must accompany your submitted work. Please package work carefully for shipping.
3. **If delivering your work**, come to the Emporium Center, 100 South Gay Street, Knoxville, TN 37902.

**Receiving Work:** **Monday-Tuesday, August 16-17, 2010**, from 10 am to 3 pm  
at the Emporium Center, 100 S Gay Street, Knoxville, TN

**Shipping Work:** Have work delivered between **August 12-16, 2010**  
(Work will be shipped back one week after jurying.)

**Picking Up Work:** **Monday, August 23, 2010**, from 10 am to 3 pm

Special arrangements can be made for drop off and pick up by emailing Terri Cadman at [terri@c-studios.com](mailto:terri@c-studios.com).  
Remember to mail your application and check to **Terri Cadman, 2580 Cochran Road, New Market, TN 37820**.

**Standards Policies:** Policies for jurying items into the Foothills Craft Guild with basis on how items will be judged:  
<http://foothillscraftguild.org/standards-policies.pdf>

**Helpful Hints** if you are jurying into the Foothills Craft Guild: <http://foothillscraftguild.org/jury-helpful-hints.html>

**Map to the Emporium Center** for delivery of work: <http://foothillscraftguild.org/map-emporium.gif>