

## Consignor Form Directions for Spiders' Market 2025

Spiders' Market will be held on March 21-22, 2025. Anyone planning to put items into Spiders Market 2025 must fill out the consignor form and return it **NO LATER THAN February 18, 2025** to:

Marsha Julian  
7228 General Kearny Ct NE  
Albuquerque, NM 87109

505-379-1218  
[kal-roo@comcast.net](mailto:kal-roo@comcast.net)

The form can be filled out in Word and emailed, or printed and snail mailed. **NO FORMS WILL BE ACCEPTED AFTER THAT DATE.** **\*\*IF FORMS ARE FILLED OUT INCORRECTLY** you will be required to fill them out again correctly. If you have questions, **ASK!**

**Form Completion Directions** -*These instructions are for the form that fills the Spiders Market printed tag. What you put on your own tag is entirely up to you, though if it's a wearable item it must contain fiber content.*

1. All starred items **MUST** be filled out.
2. In the TYPE column: use the Types listed on the Consignor Form or from the Form and Categories Lists sheet.
3. In the CATEGORY column: use the category **NAMES** from the Types and Categories Lists sheet (shown in bold). **DO NOT** use the subcategory names, they are only provided to help you find the right category.
4. In the PRICE column: price per item.
5. In the QTY column: how many at that price. For example, if you have 5 scarves at the same price but different materials put the quantity here, instead of using a separate line for each one-use the last column to distinguish the different materials-color etc. **This does not apply to New Mexico Sunset challenge or Final Tour items-those will be a separate line for each item.**
6. The remaining column is for you to use to distinguish items. This information will not appear on the printed tag. **This column will show items for Final Tour (FT) or New Mexico Sunset Challenge (NM)- designate those items here.**
7. Please write legibly.
8. Keep a copy of what you send in.

Your inventory sheet and tags will be ready for pick up or mailing by **February 27<sup>th</sup> evening guild meeting**. Please contact Marsha Julian by phone or email, to arrange for pick-up or delivery of your tags. Check your inventory sheet and tags to make sure that they match what you sent in (that's why you keep a copy). Please attach the proper tags to each item: **EACH ITEM MUST HAVE A TAG**. Tags can be taped on or use a strong string or a safety pin securely hold each tag. Please make sure that the bar code stays flat and can be scanned.

Check-in is on **Thursday, March 20, 2025**, between **9:00-11:30 am**. Bring your tagged items, your inventory sheet, and **a self-addressed, stamped envelope**. Your inventory sheet will be marked with what is received. We will mail you your check for sold items in the SASE envelope. Check out is on **Saturday, March 22, 2025**. Take down begins at 4:00 or when the last customer leaves. You will be provided a sheet showing what did not sell and how much money is due to you. **Check out to pick up unsold items will begin at NLT 5:30 pm and vendors must be in line to check out by 6:00 pm.**

Silent Auction donations accepted **19-28 February** and POC is Martha Alvarado, at 505-823-6798 or [alvamar@aol.com](mailto:alvamar@aol.com), for the ABQ area and Shar Marquez, at 719-352-1677 or [sharmarquez14@gmail.com](mailto:sharmarquez14@gmail.com), for areas south of ABQ.

Volunteer shifts required to participate and attached is the listing of positions, also someone can work your shift or donate hours in your place if you are unable to volunteer in March.

Type and Category Lists-Use the information below to fill out the Consignor Form.

Put a check mark or “X” on Spiders Market blank and fill out year.

Fill out name, address, phone number, email, and membership.

Examples are provided on first two lines of generic form, tags will contain only the type, category and price for each item. The last column is for your identification only.

**Type List** (Use the types listed below only. Use the abbreviations if necessary)

Crochet - **CRO**

Dyed - **DYE**

Equipment – **EQ**

Felted - **FELT**

Fiber Processing-**FP** (includes both fiber and yarn)

Handwoven – **HW**

Jewelry-**JEW**

Knit - **KNIT**

Print and Media – **PM** (includes books, magazines, patterns, videos, software)

Sewn - **SEW**

Other – **OTH** (Undefined works/materials-used rarely)

Note: designate jewelry as following types: knit, crochet, felted, or other.

**Category List** (Put the **NAME of the CATEGORY ONLY** (shown in bold) in the column, NOT the name of the subcategory. Subcategories are provided to help you find the right category.)

**Accessories** (belts, straps)

**Apparel** (includes sweater, jacket, vest, skirt)

**Baby** (includes hats, socks, booties, onesies, toys)

**Bags** (purses, totes)

**Buttons** (clasps, pins, buckles)

**Electronic Material** (VHS or DVD Videos, software)

**Fiber** (roving, unfinished fiber)

**Footwear** (socks, slippers)

**Handwear** (mittens, gloves, wrist warmers)

**Headwear** (hat, ear warmers, headbands)

**Household** (rugs, blankets, pillows, throws, decor)

**Jewelry** (must be 50% fiber content)

**Kitchen** (towels, hot pads, etc.)

**Neckwear** (includes scarf, cowl, neck warmer, mobius)

**Ornaments**

**Pets** (leashes, collars, beds, sweaters)

**Printed Material** (books, magazines, patterns)

**Table** (placemats, napkins, mug rugs, runners)

**Shawl**

**Small items** (sachets, glasses cases, bottle holders, bookmarks)

**Supplies** (includes small items such as shuttles, heddles, bobbins, drop-spindles, hand carders, dyes, etc.)

**Tools** (includes large items such as looms, spinning wheels, warping boards/mills, carding machines, etc. If a large item, a picture will be accepted in place of the actual item)

**Wallhangings** (tapestry, framed pieces, hanging artwork)

**Yarn** (hand-spun, hand-dyed)

**Other** (undefined materials/works-used rarely)

**PLEASE NOTE:** Las Arañas (dba Spiders’ Market does not assume any risk or liability for the theft, damage or other loss of items consigned to Las Arañas and does not warrant or guarantee that items consigned to Las Arañas Sheep to Shaw are secure from theft, damage, or other loss while in the possession of Las Arañas. Consignors assume all risk of theft, damage, or other loss of consigned items. Gross receipts taxes are paid by Sheep to Shawl. In 2024, Las Arañas will retain 25% of sales for expenses.