

# IFAM

## 2024 IFAM ARTIST GUIDE



Photo Credit: Gabriella Marks

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# IFAM International Folk Art Market

## 2024 EXHIBITOR - IMPORTANT GENERAL INFORMATION & REMINDERS

### Schedule Overview

Date	Event
Monday July 8 <sup>th</sup>	Artist Arrive
Monday July 8 <sup>th</sup> and Tuesday 9 <sup>th</sup>	Artist Registration and Hand Carried Art Drop-Off at Sage Hotel
Tuesday July 9 <sup>th</sup>	Artist Training for First Time IFAM Artists in the morning
Tuesday July 9 <sup>th</sup>	Artist Conference for All IFAM Artists in the afternoon
Tuesday July 9 <sup>th</sup>	Welcome Dinner
Wednesday July 10 <sup>th</sup>	Brunch and Continued Artist Training
Wednesday July 10 <sup>th</sup>	Booth Set Up Day 1
Wednesday July 10 <sup>th</sup>	Community Celebration
Thursday July 11 <sup>th</sup>	Booth Set Up Day 2
Thursday 11 <sup>th</sup>	VIP Opening Night Event (By Invitation Only)
Friday 12 <sup>th</sup>	IFAM Market Day 2
Saturday July 13 <sup>th</sup>	IFAM Market Day 3 & Saturday Night Market
Sunday July 14 <sup>th</sup>	IFAM Market Day 4
Sunday July 14 <sup>th</sup>	Pack Out & Clean Up Booth Area
Sunday July 14 <sup>th</sup>	Felicidades/Artist Party!!
Monday July 15 <sup>th</sup>	Reconciliation/Payout (By appointment)
Tuesday July 16 <sup>th</sup>	Reconciliation/Payout (By appointment)

#### ENTRY INTO UNITED STATES

- Make sure to bring a copy of your IFAM Letter of Invitation with you.
- If you are interviewed by a US Customs Agent, please show them your Letter of Invitation. Let the customs agent know that the reason for your visit is to **EXHIBIT YOUR ART** at the International Folk Art Market in Santa Fe, New Mexico.
- **For more detailed instructions about traveling with your art, please refer to the Hand Carry Art Instructions section in the IFAM Artist Handbook**

#### ARTWORK AND INVENTORY

- The folk art you bring to sell must be consistent with the Conditions of Acceptance, and the descriptions, photos, and prices submitted in the application.
- If the art in your booth does not conform to your Conditions of Acceptance listed in your Official Letter of Invitation, the Standards Committee, whose decisions are final, will ask you to remove unacceptable items from your booth. *(Standards Committee members have identifying badges and will be visiting your booth on Wednesday and Thursday and on occasion as available during the Market.)*
- Have sufficient inventory in the booth to maintain a well-stocked display for three evening events (THURSDAY, FRIDAY, & SATURDAY) and three full days (FRIDAY, SATURDAY, SUNDAY) of active sales. **Send your inventory list and retail prices to IFAM no later than June 1, 2024.**
- All art work must be tagged with prices in USD\$ (U.S. Dollars) before IFAM Santa Fe opens on Thursday July 11<sup>th</sup>.

- You are responsible for tracking your inventory each day. We recommend that you track your sales in any method you want for each day of the market. You will receive a report of your total sales at the end of the market during Reconciliation/Payout.

### MARKET BADGES

- Name badges for artists, official additional participants, and registered guests are identified as “EXHIBITOR” and are distributed to you during Artist Registration at the Sage Hotel. Each booth is granted a maximum of **three** badges. Additional guest badges are available for purchase.
- Name badges must be worn at all times, including Wednesday & Thursday booth setup and evening events. A name badge admits you to IFAM Santa Fe. You or anyone from your artist delegation will not be admitted into IFAM without an Exhibitor badge.

### SHIPPING ART WORK

- IFAM participants are responsible for paying all shipping and/or customs and duty fees. Your shipping must be prepaid.
- *If your shipment incurs a custom or duty fee, IFAM can cover this expense upfront and deduct from your sales at the end of the market only if notified by you or the shipping company.*
- You are also responsible for paying any return shipment after the event ends. IFAM will provide a shipping company to handle your return shipments should you choose this option.
- **For more detailed information please refer to the Shipping Instructions section in the IFAM Artist Handbook.**

### HAND CARRYING ART WORK

- If you have hand carried your art work and you want it delivered to your booth by Booth Set Up Day, you must deliver it to the IFAM Santa Fe Registration Room at The Sage Hotel. Hand carried art work will be received **until 13:00 pm Tuesday July 9th**. After this time, you will be responsible for bringing your art to your booth.

### PAYOUT PROCESS - RECONCILIATION

- Reconciliation means that you provide your sales records (using the sales inventory list you will fill out and/or your preferred method to track your sales each day) and compare your totals with IFAM POYNT report. Differences – if any – are resolved at your Payout appointment.
- Any outstanding fees or expenses due to IFAM (such as booth fee, booth equipment rental, lodging, flights etc.) will be deducted from your agreed upon sales at the time of payout.
- Your payment will be reconciled at the IFAM Office on Monday, July 15<sup>th</sup>, and Tuesday, July 16<sup>th</sup>, 2024 by scheduled appointments.
- Individuals outside of the U.S. who choose to cash checks in Santa Fe will be required to present their passports at the bank. IFAM will have a bus transfer from your appointment to a nearby bank.
- **More information about the payout process while traveling on a B1 or B2 tourist visa is listed in the Reconciliation section of the IFAM Artist Handbook.**

### SALES, PRICING AND DISCOUNTS

- Sales are handled by the IFAM Cashier Team during the event using handheld point of sales devices called POYNT.  
The inventory list you send to IFAM will be uploaded to the POYNT machine by your booth.
- Customers will pay for their purchases at centrally-located IFAM Santa Fe Cashier Stations, which accepts checks and credit cards.
- **NO EARLY OR OFF-HOUR SALES:** Sales and/or holding items for future purchase before and after Folk Art Market hours – Thursday through Sunday - are strictly prohibited. **Artist may not sell or provide for consignment any products within a 500-mile radius of Santa Fe, NM for 90 days prior to IFAM. Sales could violate the terms of your U.S. Visa.**
- **GROSS RECEIPTS SALES TAX:** New Mexico state gross receipts sales tax must be collected on all sales. IFAM will collect the tax from the customer.

- **MARKET HANDLED SALES:** All sales must be recorded and paid through the IFAM payment system. No payments, including those of cash, may be accepted at participants' booths. **Bargaining is strictly prohibited.** Sales are final.
- **UNRECORDED CASH TRANSACTIONS:** All sales must be processed in compliance with local tax laws. **No unrecorded, direct cash sales will be allowed at IFAM.**
- **DISCOUNTS:** It is prohibited to discount your prices for the duration of the Market event **until 13:00 p.m. on Sunday July 14<sup>th</sup>** when you can choose to discount your prices on all or a select group of items up to 30% off. A discount sign will be distributed to your booth.
- **WHOLESALE BUYERS:** Wholesale buyers may purchase from you in quantity, but must pay the fixed retail price(s) Wholesale buyers must take purchased goods from the Market by the end of the day of sales. Any future whole sale orders must be made while in your country of residence.
- **IFAM is instituting a booth checkout process at the 2024 Market which requires artists clean out their booth and remove all trash before checkout. Any booth that does not complete the checkout process and properly dispose of all trash will be charged a trash penalty of \$200.**

#### ATTIRE

- Artists are encouraged to wear any clothing of their choice, including traditional clothing of the region you represent, at the Community Celebration and in your booth during IFAM Market days.
- You will be provided one IFAM branded t-shirt to wear at your discretion at Community Celebration or during IFAM Market days.

#### AIRPORT SHUTTLES AND TRANSPORTATION

- IFAM can arrange a one way or round trip airport shuttle from Albuquerque or Santa Fe airport to the Sage Hotel. You will be greeted by a volunteer at the airport and escorted to the shuttle pick up location. Shuttles will operate by Groome Transportation to/from Albuquerque Airport, and private transportation will be arranged to/from Santa Fe Airport. Your pick up and drop off transportation are scheduled based on your arrival and departure flight times. **If your flight information changes after you first submit it to us, please notify us immediately or we cannot guarantee a pick up or drop off.**
- **PRIVATE VEHICLES:** Participants who are driving vehicles should acquire a load in/load out pass, first come-first serve, in advance to access the IFAM Santa Fe event site at Railyard Park. To guarantee a load in/load out pass, please notify Nadia Hamid ([nadia@folkartmarket.org](mailto:nadia@folkartmarket.org)) to ensure these arrangements before **June 15, 2024**. IFAM cannot guarantee a parking pass and you will have to organize your own parking.
- **ACCESS to IFAM:** Artists who are staying at the Sage Hotel, or at the Coyote South Hotel **must walk carefully from the Sage Hotel** to the Railyard Park and enter at the main entrance each day.
- **DROPPING OFF ART:** Your load in/load out pass will provide you access to the market to drop off art on July 10<sup>th</sup> from 12 pm to 4 pm, and on July 11<sup>th</sup> from 7:30 am to 12 pm. The main unload area will be located by Artist Hospitality. A map of the unload area will be provided at Registration. **PLEASE know your Booth Number and have your copy of the site map readily available when you pull up to unload.** This will assist the parking attendants and facilitate the flow of traffic. Unloading space is limited; please unload as quickly as you can.

## On-Site

**BOOTH SETUP – All artists must be in their booth ready to set up on Wednesday July 10th at 12:00 pm and Thursday July 11th at 07:30 am. Booth Set Up should be completed no later than 16:00 pm on July 11.**

**Location: Santa Fe Railyard Park. Address: 740 Cerrillos Rd., Santa Fe, NM 87505**

Artwork shipped to the warehouse, and hand carried art work dropped off at The Sage Hotel will be in your booth when you arrive. A team of volunteers will circulate on Wednesday to help with unpacking and booth setup.

- There will also be volunteer handymen who will help you, as much as practical, with booth set-up and display issues.
- You must be finished unloading by 16:00 PM. Booth setup should be complete by 16:00 PM.

**BOOTH REVIEW –** The Standards Committee will visit your booth on Wednesday and Thursday, and throughout the Folk Art Market event, to be sure your booth is in compliance with the Conditions of Acceptance, and the descriptions/photos and prices submitted in your application. Standards Committee members, whose decisions are final, can ask you to remove work not in compliance (includes trinkets or souvenir items).

### BOOTH INFORMATION:

- Your booth sign will be hung in your booth for you. It must remain displayed in your booth for the duration of IFAM Santa Fe.
- Make your booth display beautiful and compelling; include fabrics, hangings, any booth display equipment you ship or bring with you, business cards/contact information and educational materials.
- If you need additional booth equipment, you will have the option to rent these items before the event, or come to the Production Office to rent them on Booth Set Up Day (first come-first serve).
- Artists and accompanying delegation members are expected to be in their booths during the event. (Volunteers will help cover the booth when you need to take a break or are scheduled elsewhere.)
- A volunteer group will collect unneeded flattened boxes and recycle items from the front of booth on Thursday and will revisit your booths at the end of the Market to help distribute boxes.
- Save cardboard boxes for holding sold work/packages and for repacking unsold goods. Keep boxes hidden under the tables.
- **Please keep your booth clean and tidy! Throw your trash away whenever possible and do not litter.**

### BOOTH SPECIFICATIONS:

- Booths are 3m x 3m (10'x10') and are furnished with one table, tablecloth, 2 folding chairs, 1 small trash bin, and a booth identification sign. Some booths have paid for the use of additional tables and tablecloths. Tablecloths must be returned at the end of IFAM Santa Fe.
- Additional booth rental items will be available to reserve before the market. All requests for booth rental equipment during the market will be first come-first serve. Please note that some rental items are offered on a limited basis.
- There is a 3.05m x 1.2m (4'x 10') hard wall at the back of booth. It is designed to display hanging art objects with standard picture hanging hardware, or 1 5/8" drywall screws.
- All booths are under a large tent or in an individual tent based on the layout.
- Each booth will receive a box with sales supplies that must be returned at the end of the Market. Supplies will be picked up at your booth by a volunteer team.
- The aisle in front of the booth must be kept completely clear, and do not block the sides of your booth with displays higher than the draping.
- No artwork can be displayed beyond your individual booth area.
- No garment rack, shelf or display fixture may be taller than 48 inches or approximately 1.2 meters.

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- No audio-visual presentations are permitted in the booths.

## SECURITY:

- There will be 24 hour security at IFAM Santa Fe, but you are responsible for your booth contents. (Jewelers often take expensive pieces with them each evening.)
- Please secure product overnight to avoid damage due to bad weather.

## MEDICAL EMERGENCY INFORMATION:

- IFAM will have a first-aid medical supply tent. If you are not feeling well, let a staff member or volunteer know so that we can try our best to accommodate your needs. (*Please note that IFAM Santa Fe is not responsible for costs or arrangement of other medical care.*)
- Please bring any medication you need with you to the United States.

## FOOD AND BEVERAGE:

- Free water is available at water stations in the Market. Complimentary water bottles are distributed to the booths.
- Lunch will be distributed to the booth daily only to those who have “Exhibitor” badges (name badges required). Lunch options are restricted to a meat or veggie option. At this time, IFAM cannot guarantee accommodation of all dietary restrictions.
- IFAM provides snacks and drinks throughout the event located in the Artist Hospitality Tent.

## PORTRAITS, GROUP PHOTO AND IFAM CERTIFICATES:

- Artists will gather for the 2024 International Folk Art Market Santa Fe group photo photographs reserved for artists and official representatives. (A digital copy of the group photo will be shared at a later date.) More information to follow about the time and location.
- Artist Portraits are available to you at a pre-arranged location and time. More information to follow. (A digital copy will be shared with you after the event).
- Certificates of Participation are only distributed to the official participant/application name in the booth by Sunday July 14.

## ARTIST DEMONSTRATIONS:

- Artists are encouraged to demonstrate in their booths during IFAM Santa Fe if feasible.
- Select artists will be demonstrating in the Railyard Park throughout the market.

## INFORMATION/LOST AND FOUND:

- For any questions during the event, please find an IFAM staff member or volunteer at the front entrance booth.
- Lost and Found items are turned in to the IFAM Production Office.
- For information about the market schedule, tickets, parking, and more please visit <http://www.folkartmarket.org>

## UNSOLD ART

- All IFAM Santa Fe participants are responsible for arranging and paying for the return shipment of any unsold goods; and removal of all display and packing materials at the close of IFAM Santa Fe, Sunday afternoon.
- ***IFAM does not provide security after the close of IFAM Santa Fe – any goods left behind are considered abandoned.***
- Save boxes and packing materials under your tables if you think you might need them. Pack up any unsold art right after the Market closes on Sunday.
- The Shipment Booth is available on-site to help ship/return remaining goods (inquire with them on Sunday afternoon to discuss). The shipping agent may also plan to be at The Sage Hotel Registration

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Room on Monday, July 15<sup>th</sup> from 9 am until 5 pm to offer their services.

## **VOLUNTEERS**

- There are a variety of volunteers throughout the Market event. They can be recognized by their volunteer t- shirts and badges.
- An estimated volunteer schedule will be distributed to each artist.
- Volunteers that support the artist booth are not guaranteed, and will be prioritized by the number of delegation members.

## **WEATHER**

- Days are hot and nights are cool. **Be sure to drink lots of water throughout your stay.** The City of Santa Fe is situated at an altitude of 7,040ft (2,146m). Dehydration and altitude sickness develops very quickly.
- In case of rain, all booths are supplied with plastic sheeting and clamps.

## **AFTER THE MARKET CLOSSES**

- Pack up your artwork. If you have not saved enough boxes, there will be boxes available for your use. Do not start packing before 17:00 pm Sunday July 14<sup>th</sup>, 2024.
- Please be considerate to properly throw away trash with the provided trash bags, and clean up your booth space before leaving. If your booth is not 'broom cleaned' at the end of the market, you may incur a trash penalty fee that will be deducted from your sales at your payout appointment. Photos of your booth, if left with trash, will be provided.
- Please return any market supplies that have been rented to the IFAM Booth Supplies Area by the Production Office.
- **IFAM is not be responsible for any items left behind after Market closes.**



## INTERNATIONAL SHIPPING INSTRUCTIONS

- **VERY IMPORTANT TO SHIP SOON:** All goods must be shipped from your country no later than **May 15, 2024**.
- We recommend shipping all goods via **AIR SERVICE:** UPS, FEDEX or DHL. *These carriers ship directly to the IFAM warehouse address in Santa Fe (see above), and take charge of clearing Customs. If you are not able to ship by these methods, please notify us!*
- **IFAM also requires documentation of your shipment plan by May 15, 2024** (see list of documentation below)

*If we do not receive your document by this deadline, you may lose your place at the 2024 International Folk Art Market. Any exceptions to the shipping deadline will be reviewed on a case by case basis.*

- **SEND YOUR SHIPMENT DIRECTLY TO LEVEL, LLC (IFAM WAREHOUSE) IN SANTA FE, NEW MEXICO**

*If you have offices, affiliates or representatives in the U.S., you may ship your goods directly to your U.S. contacts. Once the shipment has cleared Customs, it may be forwarded to the IFAM Warehouse.*

### DISCLAIMER

- **You are responsible for paying all shipping and/or customs and duty fees. Your shipping must be prepaid.**

*If additional charges, such as customs charges, are paid by IFAM, they will be deducted from your sales during Financial Reconciliation/Payout. If these bills have not been received prior to the Market, IFAM may withhold up to \$2,500 from your sales to cover these costs. Once all additional charges are fully resolved, IFAM will send you any remaining funds (less bank-related costs).*

- **IFAM assumes no responsibility for any products refused entry to the United States, or confiscated by the U.S. Food and Drug Administration or any other U.S. government agency.**
- IFAM maintains a warehouse facility to store goods free of charge. While every effort is made to ensure proper receipt, storage, and delivery of goods to the IFAM warehouse and the Market site, **IFAM does not assume liability for any damages or loss of goods.**

**Immediately after you have shipped your cartons, you must email [shipping@folkartmarket.org](mailto:shipping@folkartmarket.org) the following documentation:**

1. Your Application Name and/or Application ID
2. Carrier you are shipping with (UPS, FedEx or DHL) and a copy of the UPS, FedEx or DHL shipping documents;
3. Air Bill of Lading or Tracking Number;
4. **Number of cartons you are shipping;**
5. Estimated arrival date of your shipment in the U.S.;
6. Copy of the complete Commercial Invoice (*see IFAM Commercial Invoice Template*).

***Important:*** Keep a copy of every document you send with your shipment for your records.

**SHIPPING ADDRESS LABEL FOR THE 2024 INTERNATIONAL FOLK ART MARKET**

**LEVEL LLC (International Folk Art Market Warehouse)  
1591 PACHECO STREET, UNIT 1N  
SANTA FE, NM 87505 USA**

Phone: 505-365-2677 and 505-992-7600

Email: [shipping@folkartmarket.org](mailto:shipping@folkartmarket.org)

## DETAILED INTERNATIONAL SHIPPING INSTRUCTIONS

*Read and Follow These Steps Carefully*

### 1. LABEL EVERY PIECE OF MERCHANDISE PRIOR TO SHIPPING TO THE U.S.

- You must be sure to label all your product or merchandise correctly. If each of your products are not completely and properly labeled as required by U.S. Customs, they will likely be returned to you. This could cost you thousands of U.S. dollars.
- **U.S. Customs** requires that each and every item shipped to the U.S. **must be labeled and clearly show the words “MADE IN [NAME OF COUNTRY WHERE YOUR PRODUCT WAS MADE]”**, for example **“MADE IN BRAZIL”**
- For labeling textile products:

Each textile item, or item produced with textiles, must have a **sewn-in**, cloth label printed with the country of origin, the percentage of the fiber or fibers used, and the care instructions. For example: “MADE IN MOZAMBIQUE 100% wool Dry Clean Only” or “MADE IN NEPAL 50% linen, 50% cotton Hand wash only”. **(see photo below)**



### 2. PREPARE THE COMMERCIAL INVOICE (SEE COMMERCIAL INVOICE TEMPLATE ONLINE)

- We provide a sample Commercial Invoice template on IFAM’s website that you can use.
- Every item in your shipment must be listed **in English** on a Commercial Invoice for the shipment.

- The Commercial Invoice must include:
  - Name and size of each item type.
  - The material from which each item type is made – for wood products this must include the scientific name – the genus and the species.
  - The process used to make each item type.
  - Quantity of units for each item type in the shipment.
  - Wholesale price in U.S. dollars for a unit of an item type (***do not undervalue your items; the wholesale price is 50% of the retail price you want to sell your items for at IFAM; for example, if you want to sell a type of rug for US\$100 at IFAM, your wholesale price for that type of rug would be US\$50.***)
  - Total value in U.S. dollars of the units - for each type of item - in the shipment (quantity multiplied by unit price).
- Please include 3 copies with your shipment and email one copy to: [shipping@folkartmarket.org](mailto:shipping@folkartmarket.org) (*Different authorities will take a copy as your shipment travels to Santa Fe*)
- If you are **hand carrying** – Please bring a copy of the commercial invoice with you (*see Hand Carrying Instructions*).

#### AN EXAMPLE OF A COMMERCIAL INVOICE:

Description of Product	Size	Material	Process	Quantity	Price per Unit	Total Value (US\$)
box	8" x 5"	Wood (Quercus alnifolia)	Hand carved	40	\$12.00	\$ 480.00
Mask	5"	Ceramic	Hand thrown	100	\$24.00	\$2,400.00
Scarf	20" x 48"	50% silk, 50% wool	Hand knitted	80	\$20.00	\$1,600.00
Bag	9" x 8"	Wool with leather	Hand woven	50	\$15.00	\$ 750.00

**Important: Keep a copy of the Commercial Invoice for your records**

### 3. PREPARE ANY ADDITIONAL DOCUMENTS THAT MUST ACCOMPANY YOUR SHIPMENT

- Always check with the carrier (UPS, FedEx or DHL) to confirm exactly how many copies of your Commercial Invoice and which additional documents (listed below) you will need to include.
- The original documents must be included in the envelope containing your Commercial Invoice and **attached to the outside of one of your shipping cartons.**

- Your carrier may require that you prepare and include:
  - An original Air Bill of Lading
  - **Certificate of Origin** – Note that the certificate of origin is REQUIRED in order for you to qualify for any relevant free trade agreements.
  - And/or other documentation, as required by your government or carrier, applicable to the products you are shipping (for example, “Certificate of Fumigation” for wood, Export License, Inspection Certificate, etc.).
  - If your shipment qualifies for a reduced tariff or customs rate, you may also be required to fill out extra paperwork. Please check with your carrier.

#### 4. PACK YOUR CARTONS AND USE APPROPRIATE PACKING MATERIALS TO PREVENT DAMAGE DURING TRANSIT

- Pack breakable items carefully and separately from each other within each carton. Be sure to use sufficient and appropriate packing materials.
- **Please DO NOT use natural/organic packing materials.** Some natural/organic packing materials, for example, straw or wood chips, will PREVENT clearance of goods by U.S. Customs.
- When selecting packing materials, be careful NOT to use materials, such as newspaper or tissue paper, that break down during shipping.
- For breakable items, pack in smaller cartons compactly. **3-ply cardboard cartons are highly recommended.**
- For wood products, including packing-related materials, for example, wooden pallets or crates, require verification of fumigation, an official stamp like this (*See Photo Below*)
- Note: After a carton is packed, the packed items inside should not be able to move/shift around if the carton is shaken.



*Photo of an official verification of fumigation stamp if you ship in a wood crate or use wood pallets*

## 5. PREPARE AND ATTACH A PACKING LIST FOR EACH CARTON- *Include your Application Name and Sender's Name*

- List all the contents of each carton **in English** on a Packing List.

*This list should include the item types and how many units of each item type are in the carton. **The Packing List must also include the name(s) of the IFAM participant(s) whose merchandise is being shipped.***

- Put each **Packing List** in its own envelope. **Label each envelope, "Packing List."**

**Important:** *packing list #1 is placed inside envelope #1 and attached to carton #1; packing list #2 is placed inside envelope #2 and attached to carton #2; and so on.*

- Attach each properly labeled envelope onto the outside of the carton that contains the merchandise listed on that Packing List.

**Every carton must have a Packing List envelope attached to the outside.** *If you have 5 cartons, you will have 5 Packing Lists, each in an envelope, each envelope attached to a carton. Number the packing lists, envelopes and cartons (for example, "1 of 5", "2 of 5", "3 of 5", "4 of 5", "5 of 5", etc.) so that the warehouse knows how many boxes total your entire shipment, and to prevent packages from getting lost.*

## 6. FOLLOW INSTRUCTIONS FOR LABELING YOUR CARTONS

- **Label your carton with the IFAM Warehouse address** (see address label at the beginning of this document).
- Label your cartons with **your name and address.**
- Label your carton **"IFAM"**
- **If you are shipping unglazed ceramics:**

*U.S. law requires that each carton containing unglazed ceramics must be clearly labeled with the following words: "UNGLAZED CERAMICS -- NOT FOR FOOD USE".*

*Every carton containing unglazed ceramics must be labeled this way.*

## 7. ATTACH THE COMMERCIAL INVOICE AND OTHER REQUIRED DOCUMENTS TO ONE CARTON

- The original Commercial Invoice and any other original, required documents **must be attached to the outside of one carton** in an envelope so that U.S. Customs officials can check them before opening the cartons. Enclose 3 copies of your Commercial Invoice in the same envelope.

*Do not enclose the Commercial Invoice, or any other original, required documents, in your cartons. Your carrier will advise you regarding documents required.*

- Use a strong envelope, large enough to contain all the required documents. Seal the envelope well.

*List the contents on the outside of the envelope (for example, Commercial Invoice, Certificate of Origin, etc.).*

- One carton will have two envelopes attached: one envelope that contains required documents; and another envelope containing the Packing List for the carton's contents. Important: Use wide packing tape

## 8. INFORM IFAM THAT YOU HAVE SHIPPED

- Please email the following items below to [shipping@folkartmarket.org](mailto:shipping@folkartmarket.org) :
  1. Your Application Name and/or Application ID
  2. Carrier you are shipping with (UPS, FedEx or DHL) and a copy of the UPS, FedEx or DHL shipping documents;
  3. Air Bill of Lading or Tracking Number;
  4. Number of cartons you are shipping;
  5. Estimated arrival date of your shipment in the U.S.;
  6. Copy of the complete Commercial Invoice (*see IFAM Commercial Invoice Template*).

***Please remember: Ship out of your country and email IFAM the confirmation that you have shipped by May 15, 2024***

**If you have any further questions on any of the information in these instructions, please review the Shipping Handbook for Artists [here](#) or email IFAM [shipping@folkartmarket.org](mailto:shipping@folkartmarket.org)**

## Hand Carry Instructions

### 1. Prepare your hand luggage.

- Label every item with a country of origin tag  
For example: *"Made in Mexico."*
- For **textiles**, the tag must also include the fabric content and be sewn into the product, for example: *"Made in Peru 100% Cotton"*

### 2. Pack the items neatly and make a Packing List.

- Make a list of the items in each baggage or box you hand-carry
- List the type and category, the quantity and the cost in U.S. Dollars, for example "5 Shirts, \$25 each" or "10 Jackets, \$65 each" ***The cost should not be the price set at the Folk Art Market. Instead, it should be the cost of the item which should be lower. For example, by half or less than half of the price that the item will be sold for at the Market***
- Keep a copy of the packing list(s) with you when you travel. This way, if Customs asks to see something, you can find it quickly.
- Put a copy of the list for each box/additional baggage in the box/baggage to which it belongs.
- **On the packing list(s), write that the items are "CONSIGNED TO THE SANTA FE INTERNATIONAL FOLK ART MARKET"**
- **Special Note about Wood or Vegetable Matter:** If you are bringing items made of wood or vegetable matter (such as straw, bamboo, palm, willow, etc.), you will need to ***provide specific information on the wood genus and species and on the type of plant.***

### 3. Carry your Official IFAM Letter of Invitation with you when you travel to the United States.

### 4. On the plane, each passenger will be given a Customs Declaration Form.

- a. List the *type/category + number of items per type/category + total value per type/category* that is being brought into the U.S.
- b. ***Remember, the value in U.S. dollars should not be the price at which you will sell the items at the Market. There will not be enough space on the form to list every item within every type/category.***

Link to Sample U.S. Customs Form: <https://www.cbp.gov/sites/default/files/documents>



## U.S. CUSTOMS ASSISTANCE

- **If you are asked at Customs about your purpose of visit: You are exhibiting at the International Folk Art Market; Show your Official IFAM Letter of Invitation.**
- **If you encounter difficulties clearing customs at the airport, please contact Nadia Hamid +1-505-992-7609 or Rachael Stubbs +1-505-992-7615**
- **If you are stopped by Customs, and they require you to have a broker to clear your shipment, tell them that our broker for the International Folk Art Market | Santa Fe is located at the Port of Albuquerque.**
  - a. Ask Customs to forward your goods as a baggage entry in-bound to Albuquerque.
  - b. **Contact the Acting Broker, D'Ann L Brown Customs Broker, 3201 University Boulevard SE, Suite 101 Albuquerque NM 87106, Tel: +1-505-359-2355, Fax: +1-505-359-2356, Email: [dann.brown@intlimportbrokers.com](mailto:dann.brown@intlimportbrokers.com)**
- **The standard Customs limit is around \$2,500 before a broker is required. However, that limit varies depending on the type of items being declared. Also, a Customs official may require a broker for other reasons as well.**
- **The best policy when communicating with a Customs agent is to be truthful and willing to work things out. Penalties apply to false statements and declarations.**

**If you are certain that you will need a customs broker's assistance during entry into the U.S., you should contact IFAM in advance at [nadia@folkartmarket.org](mailto:nadia@folkartmarket.org). Please provide information on the date of your arrival, airport of entry into the United States, and flight details.**

## 2024 RECONCILIATION/PAYOUT INFORMATION

- **2024 Reconciliation will be held on Monday and Tuesday, July 15<sup>th</sup> and 16<sup>th</sup>, 2024**
- Reconciliation appointments will be held at the IFAM Center located at 620 Cerrillos Road, Santa Fe, New Mexico, 87505. Appointments will be scheduled on an individual basis. (*Appointments will be scheduled in advance online.*) **No walk-in's will be accepted.**
- **We strongly encourage you to make and attend a payout appointment. Your payout process will be prioritized first if you have attended an in-person payout appointment.**
- Appointments are limited in order to provide for a fair reconciliation process for all artists. If you are assigned a time and cannot attend, your in-person reconciliation and payout may be delayed or handled virtually via email correspondence.
- Please plan to stay in Santa Fe at least through Monday, July 15 or July 16 to ensure that you can attend a payout appointment.
- **IMPORTANT: INDIVIDUALS WHO ARE TRAVELING OUTSIDE THE UNITED STATES ARE LIMITED TO A DECLARATION BELOW \$10,000** before being required to file documentation with the U.S. Customs and Border Protection (CBP). The \$10,000 limit applies to joint declarations of persons/family members traveling together. Failure to declare income over \$10,000 can result in CBP seizures of unreported income. More information can be found at: <https://www.cbp.gov/>
- Individuals requesting a check at Reconciliation must be identified as the payee on the Artist Payment Form. Please bring your passport to your appointment if you are being issued a check.

**IMPORTANT: Checks for individuals traveling from abroad on a B1/B2 travel visa will be limited to an amount equivalent to travel expenses (airfare, lodging, meals, and incidentals) per person. A list of travel expenses by region is available for reference below.**

***Actual airfare expenses above a regional average amount may be claimed if proof of receipt is provided. Payment of remaining sales proceeds should be arranged via wire transfer to the recipient's bank account in their home country.***

- For Bank Wire Transfers, please consult with your bank to obtain correct and complete Artist Payment Information form. You may incur additional wire fees if wires are returned due to incorrect information.
- Instructions to prepare for your reconciliation appointment will be provided if requested.

**2024 TRAVEL EXPENSE ALLOWANCES**

Checks for individuals traveling from abroad on a B1/B2 travel visa will be limited to an amount equivalent to travel expenses (airfare, lodging, meals, and incidentals) per person. \*\*Note: This means the total payment of your agreed upon sales will not be paid in full by check if you are traveling on a B1/B2 travel visa.\*\*

<b>TRAVEL EXPENSES – LODGING, MEALS AND INCIDENTALS per General Services Administration</b>	
<b>Lodging – Sage Hotel</b>	\$162.00 without tax
<b>Meals and Incidentals (M&amp;IE) First and Last Day of Travel</b>	\$51.75
<b>Meals and Incidentals (M&amp;IE) Full Days</b>	\$69.00

A list of travel expenses by region is available for reference below. Actual airfare expenses about a regional average amount may be claimed if proof of receipt is provided. \*\*Note: Payment of remaining sales proceeds will be arranged via wire transfer to the recipient’s bank account in their home country listed on your Artist Payment Information form.\*\*

<b>TRAVEL EXPENSES – AIRFARE BY REGION</b>	
Africa	\$2040.00
Middle East (Egypt, Iraq, Israel, Palenstine, Syria, and Turkey)	\$1800.00
Europe (Bulgaria, France, Hungary, Italy, and Spain)	\$1680.00
Asia (Central Asia, East Asia, South Asia)	\$1800.00
Oceania (Australia, New Zealand, Melanesia, Micronesia and Polynesia)	\$1560.00
North, Central and South America	\$840.00

*Please note: These airfare averages have been updated on March 20, 2024.*

**International Airfare Averages: THIS IS APPLICABLE IF YOU ARE BOOKING FLIGHTS THROUGH IFAM**  
Average allowable airfare by region. Note: Airfare rates can be different depending on various factors (i.e. country of departure, time of purchase, etc.) In such cases, actual airfare receipts can be submitted for use in lieu of the averages indicated below.

**QUESTIONS? Email Rachael Stubbs at [rachael@folkartmarket.org](mailto:rachael@folkartmarket.org)**