

## Shipping your Creative Arts Entry

Shipped or mailed Creative Arts entries **must arrive between August 7 and August 25, 2023** and include the Shipping Form found below and an Entry ID label.

**All items must be entered and any entry fees paid prior to shipping.**

You may enter online at <https://www.thebige.com/p/competitions/online-entry> and click on the Creative Arts link or you can mail your entry form prior to the due date.

Entry forms: <https://www.thebige.com/p/competitions/creative-arts> under FORMS.

Chart of due dates and fees by department: <https://www.thebige.com/p/competitions/creative-arts> under INFORMATION

Shipped entries should be labeled in the following manner:

**Name of Exhibitor**

**Eastern States Exposition/Creative Arts Department**

**1305 Memorial Ave.**

**West Springfield, MA 01089**

**NOTE:** Please notify us of your package shipping and expected arrival by calling (413)205-5015 Or Email: [Creativearts@Thebige.com](mailto:Creativearts@Thebige.com)

**All Mail-In Entries must be sent with the SHIPPING FORM and Each Item must have an ENTRY ID LABEL Attached. Entry ID Labels can be downloaded at <https://www.thebige.com/p/competitions/creative-arts> under Forms or found below.**

Entries must be packed or crated securely with any glass stripped with masking tape to prevent breakage. No packing peanuts are to be used.

If your entry is to be returned by mail, please include the following:

- Sufficient packaging material
- Envelope with the following items:

- Prepaid postage, including any desired shipping insurance.
- 3 ½" x 5" or 4" x 6" card to be used as the return mailing label which has your name and address clearly written on.
- A photo of your entries should be included with the packing sheet to ensure proper identification for return shipping.

The Big E will not pay for return postage or insurance. Entries will be reshipped in the same container in which they were received. Be sure to include enough packing material, as The Big E does not add additional materials for returns. The returning of entries by mail will begin no earlier than October 4.

Entries will not be shipped to Post Office boxes – street addresses must be provided.

In appreciation of your entry, each exhibitor receives two FREE tickets to attend the fair. We will attempt to mail all entry passes one week prior to the fair.

All entries will remain for exhibit use during The Big E.

# Shipping Form

Please include this form in every shipping container.

Mailed-in entries must arrive between **AUGUST 7 AND AUGUST 25, 2023**

**EACH ITEM MUST HAVE AN ENTRY LABEL ATTACHED**

**Ship to: Your Name**

Creative Arts

Eastern States Exposition

1305 Memorial Avenue

West Springfield, MA 01089

Please print legibly

Exhibitor Name (First Last): \_\_\_\_\_

Return Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone(\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

- ☐ Please ship my items back. I have enclosed prepaid return shipping and an address label in an envelope. (Insuring your package is recommended).
- ☐ DO NOT SHIP my items back to me, I will pick them up in person OCTOBER 2 (12pm - 7pm) or October 3 (8am - 1pm)
- ☐ DO NOT SHIP my items back to me, you may dispose of my items at the end of the fair.

**Total Number of Entries Enclosed**

Please list and describe below

#	DEPARTMENT NAME	DEPT. #	DIVISION #	CLASS: A, B, C, D	ENTERED ITEM DESCRIPTION	COLORS	Office Use Only Entry #
1							
2							
3							
4							
5							

Entries must be packed or crated securely with any glass stripped with masking tape to prevent breakage. No packing peanuts are to be used.

Mailed in entries to be returned by mail will be shipped in the same container received in and must include sufficient packing material and an envelope with (1) prepaid return postage, including any desired shipping insurance, and (2) a 3 ½" x 5" or 4" x 6" card with your return address to be used as a shipping label. A photo of your entries should be included with the packing sheet to ensure proper identification for return shipping. **Entries will not be shipped to Post Office boxes – street addresses must be provided.**

Office Use Only - Received by \_\_\_\_\_ Date \_\_\_\_\_ Re-Packed \_\_\_\_\_ (initials) Date Shipped \_\_\_\_\_ USPS \_\_\_ UPS \_\_\_ FedEx \_\_\_ Other \_\_\_\_\_

## Individual Entry Labels

(Please PRINT CLEARLY)

Please be sure to fill in all information and affix to the **lower RIGHT corner on the back of your entry.**  
**(Your Name, Address, etc. should be face down and not visible.)**

Name: _____	
Address: _____	
City: _____	
State, Zip: _____	
-----fold line-----	
Department: _____	Division: _____
Class (check one)	Instr/Prof: <input type="checkbox"/>
Non-Instr/Prof <input type="checkbox"/>	
Youth <input type="checkbox"/>	Age: _____
Entry Title: _____	
_____	
Major Color(s): _____	
<u>Quilts Only</u> : Professionally Quilted <input type="checkbox"/>	
Name Quilter: _____	

Name: _____	
Address: _____	
City: _____	
State, Zip: _____	
-----fold line-----	
Department: _____	Division: _____
Class (check one)	Instr/Prof: <input type="checkbox"/>
Non-Instr/Prof <input type="checkbox"/>	
Youth <input type="checkbox"/>	Age: _____
Entry Title: _____	
_____	
Major Color(s): _____	
<u>Quilts Only</u> : Professionally Quilted <input type="checkbox"/>	
Name Quilter: _____	

Name: _____	
Address: _____	
City: _____	
State, Zip: _____	
-----fold line-----	
Department: _____	Division: _____
Class (check one)	Instr/Prof: <input type="checkbox"/>
Non-Instr/Prof <input type="checkbox"/>	
Youth <input type="checkbox"/>	Age: _____
Entry Title: _____	
_____	
Major Color(s): _____	
<u>Quilts Only</u> : Professionally Quilted <input type="checkbox"/>	
Name Quilter: _____	

Name: _____	
Address: _____	
City: _____	
State, Zip: _____	
-----fold line-----	
Department: _____	Division: _____
Class (check one)	Instr/Prof: <input type="checkbox"/>
Non-Instr/Prof <input type="checkbox"/>	
Youth <input type="checkbox"/>	Age: _____
Entry Title: _____	
_____	
Major Color(s): _____	
<u>Quilts Only</u> : Professionally Quilted <input type="checkbox"/>	
Name Quilter: _____	