

GWEN FOX GALLERY GIFT SHOP

GUIDELINES FOR LABELLING/PRESENTATION FOR GIFT SHOP INVENTORY

REQUIREMENTS FOR LABELLING & PRESENTATION

Artists may wish to have their own identifiers or code for personal recordkeeping purposes (ie stock number, item number, card issue, etc.)—please **do not use initials or letters for your coding** as these can be confused with the initials of the artist when an item is sold.

1. Hanging Works & Shrink Wraps

- Use the attached sheet to make labels for the back of all hanging & shrink wrap works.
- Wall tags will be made up in-house by a Gift Shop Committee person.
- Framed works **must be wired** on the back with hardware compatible for hanging on the wall system in the shop; **no sawtooth or other hangers** please.
- Stretchers used for canvases must have visible edges finished presentably.
- Watercolours, drawings, and all other works on paper must be under glass with a suitable frame (no clip frames).

2. 3D Works, Small Items & Cards

- Label with the Artist's Initials and Price. No other initials or letters on tags please!
- Use white labels that adhere to the surface
- Print clearly and use a permanent pen or marker

3. Untitled Works (pottery, jewellery, fibre, etc.)

- Label with Price, Artist's Initials. No other initials or letters on tags please!
- Use tags or labels that will adhere to the surface or remain attached until sold.

PACKAGING REQUIREMENTS

4. Cards & Shrink Wrap Packaging

- Machine shrink or crystal-clear type sleeve; no saran please.
- A sleeve or cover is preferred for cards to minimize damage in handling by patrons.

HOW TO REPLENISH YOUR INVENTORY

5. Larger/Higher Priced Items

- When a larger or higher priced item is sold, a member of the Committee will inform the artist so that a replacement piece can be brought in.
- Bringing in a replacement piece: **Complete the IN Book** and place the item on the counter in the Shop.
- Please do not hang or place your own works.

6. Smaller/Lower Priced Items, Cards, Shrink Wrap

- Check your own inventory frequently, especially during busier months.
- **Complete the IN Book** when bringing in replacements.
- Cards and Shrink Wraps may be placed in the appropriate location in the bins.
- All other items will be put into the display by a member of the Committee; please leave your replacements on the counter in the Gift Shop.

GWEN FOX GALLERY GIFT SHOP
LABELS FOR HANGING & SHRINK WRAPS
FILL IN & ATTACH TO THE BACK OF ALL WORKS

Title
Medium
Artist's Name
Price

Title
Medium
Artist's Name
Price

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