



GUIDELINES FOR INVENTORY AND DISPLAY

We seek to offer quality products in professional displays. To insure uniformity throughout the Guild store please follow these guidelines.

The Guild Store Manager may assign a new member a display space that fits the volume of work already displayed in the Guild store. Members should maintain a 'full look' in their assigned display areas at all times. Periodically, the Guild Design Committee and/or the Guild Store Manager may rearrange displays and/or artwork at their discretion in an effort to refresh the space. There is no guarantee or reserving of Guild store space.

1. The artist must use our Barcode System for pricing each item. It is impossible to insure that you will be compensated correctly for sales otherwise. Barcodes are provided by the Guild.
2. Frames and glass must be clean and sturdy. For secure hanging, we require proper wiring. No monofilament line. No saw tooth or cardboard tag hangers. No raw edge glass frames.
3. Matted work (prints or originals), are to be secured with shrink wrap or acetate sleeves that fit tightly.
4. Barcodes are to be secured to each inventory item. The Guild will supply hanging tags which may be used if necessary. The barcodes may be placed on the hanging tag.
5. Note cards must be in appropriate sleeves (fold-over or zip lockable style) available from craft and art supply companies -- not in sandwich bags. The sleeves should fit tightly or be adjusted to proper size. Sets of multiple cards should be in boxes or tight sleeves. (The Guild has several Card Display Racks available to any of our artists. These are only for Cards, Notepads, etc. Any additional card/display racks, etc that an artist brings in must fit within the artist's assigned space.)
6. Jewelry artists are responsible for supplying boxes or organza bags for the purchase of their items.
7. The Store Manager/Guild Design Committee has the full responsibility to decide acceptability and appropriateness of display spaces and to enforce all display rules.

I have read & understand the above Guidelines for Inventory and Display for artists/members and understand that failure to abide by these may result in my work being removed from the Guild store.

Name _____ Date _____

Signature _____