



FLAMEWORKING
The University of Michigan-Dearborn

&
GlassAct
glassact.org

NEW

CODE, TAG & INVENTORY Information

Instructions For Tray Limits & Multiple Tagging

734-461-2854 • GlassAct • P.O. Box 2216 • Dearborn, MI 48123

BEADS: Attach string tags snugly to your bead to avoid tangles. If selling pairs or lots, string and tie them tightly into a ring; attach tag snugly to the ring of beads.

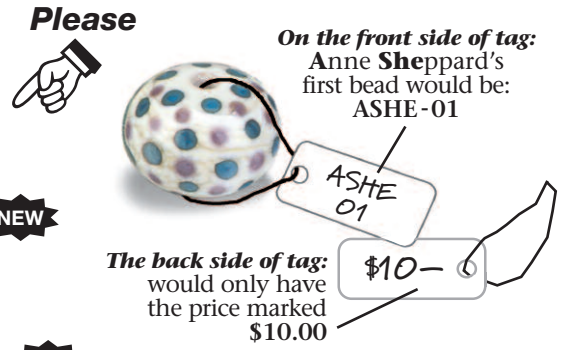
ALL BEADS AND JEWELRY MUST BE IN TRAYS. Prefill your tray with your selections in order, from left to right, starting in the upper left hand corner of your tray. This really speeds the inventory process. **Maximum of 5 trays of beads. Finished work has not been limited. Jewelry should be unwrapped.** Show Chairs reserve the right to limit display inventory.

On the tag, you will identify it as follows: *The front side will have your first initial and first 3 letters of surname, plus stock number. The back side will have the price. Multiples of the same item should either have a unique stock # (ashe 01, ashe 02) or follow a point system ashe1.1, ashe1.2)*

OTHER: For most pieces of jewelry, ornaments, sculptural, etc., **Hang Tag A** with the hole on the upper right will work well by attaching a string through the tags upper right hole and around your piece, and tying it. You will identify it as follows: The front side of tag can be left clean. On the back in the upper left, put your first initial and first 3 letters of surname, plus your stock number; then the price will go to the right of that. Put your brief materials description on the lower back portion.

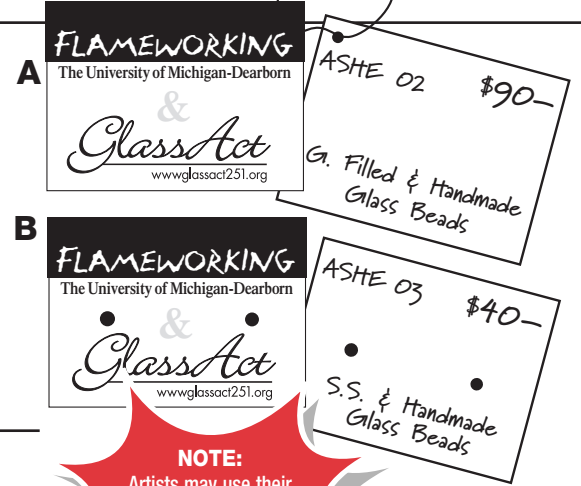
Hang Tag B with the two holes are for earrings only. The rest of the information will be handled the same as tag A. (If you need different hole configurations, etc. for your earrings, there will be plain tags available without any holes for you to retrofit as needed.

IMPORTANT! It is imperative that all of your beads, jewelry, glass art objects, etc., be identified with same code indicated on the inventory sheet provided, along with a brief description of the item. Pricing will be on the whole dollar amounts (i.e., \$5.00) only. Guild will add sales tax as needed. Also, please remember to keep a duplicate of your filled out inventory sheet for your records.



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NOTE: Artists may use their own tags, but **must** use our coding system on back.

IF YOU NEED TAGS & STRING, PLEASE CONTACT: Joy Cichewicz at 734-461-2854, e-mail: worksofjoy@gmail.com or Margaret Sutherland at 248-437-5203, e-mail: msutherland100@yahoo.com. We also have a tag template PDF on our website, glassact.org with instructions for you to print your own. You will need a printer that can handle at least a 65# card stock. Or you may purchase at an office or jewelry supply store small jewelry tags with string (illus. top right) or "elephant ear" style tags that wrap onto your string.

Sample Inventory Sheet **NEW**

Name: Anne Sheppard Code: ASHE

SMGBG USE ONLY							SMGBG USE ONLY
Item #	In	Out	Sold	Price	Category	Description	Removed
01				\$45-	Bead Set	9 - Black & White Dot & Squiggle Design	
02				\$10-	Marble	Lg. Round Blue, Purple & Green Swirl	
03				"	"	Lg. Round Black, Red & White Swirl	
04				\$90-	Necklace	G.Filled w/ Green & Blue Etched Glass Beads	
05				\$40-	Earrings	Sterling Silver w/ Black Glass &Clr Case Beads	

DON'T FORGET ...make extra copies of the attached (blank) Inventory Sheets if you're entering more than 1 show - and when you're done filling them out, make a copy for your records.

rev'd: 4-18-05

