

Glass Act Bead Show 101

Disclaimer: This is not the most exciting topic to talk about but these steps are necessary for everything to go smoothly for both you and the show chair.

Before the Show:

- 1) Submit Call to Entry – Be on the lookout for an email/ mailing from the show chair which contains the call to entry form.
 - a) Submit on time
 - b) Add the code you will be using on your beads so we don't have to track it down later
- 2) Make Beads – This is the most important part isn't it?
 - a) Think about the season, holidays coming up and color trends
- 3) Group Your Beads – Use black string to tie the sets together tightly
 - a) Be sure to knot the string well because the beads will be handled a lot and you don't want your set to come apart
 - b) Do not leave loose strings, they tend to get tangled
- 4) Tag Your Beads – Each set of beads or focal needs a tag with the price and your artist code
 - a) Sharkskin tags work well – they do not fall off because they are very sticky and they are small
 - i) Do not use tags that have long strings, they tend to get tangled
 - ii) Do not use white-out
 - b) Side 1 of the tag needs to have your artist code (this is the code you indicated on your call to entry form in step 1) and inventory number (optional)
 - i) This code will ensure that you are paid for the beads and it will also allow the customer to know who made the beads
 - ii) Limit the code to 4 characters so you are not trying to write a long code on a small tag
 - iii) The first letter of your first name and the first three letters of your last name work well. For example, the code for Kim West would be KWES.
 - (1) This code is also listed on the bag insert and it allows the customer to know who made the beads
 - (2) Use the same code for all of your beads
 - iv) The inventory number is no longer required for guild purposes but you can add one so you can keep track of what is selling
 - c) Side 2 of the tag needs to contain the price (whole dollars please)
 - i) Use a dollar sign so it is clear what the price is and no one is confused between your inventory number and the price
 - ii) Pricing is very subjective, don't undervalue your work
- 5) Tray your beads
 - a) First and foremost – PLEASE LABEL EVERYTHING with your name, even the inserts
 - b) In order for the guild table to look cohesive, we require that everyone uses black, locking trays (14 3/4 x 8 1/4 size) and gray inserts
 - i) Please be sure your inserts are clean

- ii) Sources: Michigan Jewelers Supply, CR Hill, Armstrong Tool, Nilecorp.com
 - c) Arrange your beads by color or style groups
 - d) Make sure tray cell is the appropriate size for the bead or sets, do not squeeze lots of beads in a small space
 - e) Make sure tray height is tall enough. The trays need to lay flat when stacked
 - f) While you are organizing your beads, check for any cracked beads or string cutters
- 6) Turn in your beads
- a) Check the call to entry form to find out when drop-off is
 - b) Package your beads securely
 - c) Use a bead bag, they are cheap and make it a lot easier for the show chair to handle
 - i) Avoid the bag with wheels – they are very top-heavy and will tip very easily. You do not want broken beads