

Bead Show 101

Glass Act 2006

Disclaimer

Boring!

- This presentation will be
- The guidelines are not intended to make your life difficult
- The rules are not arbitrary
- All the procedures are intended to make sure you get paid for what you sell!

Preparation

Step 1 - Get Organized

- Get that Call to Entry in on time!
- Make sure you have trays (black) and inserts (gray) and put your name on them
- If you have lots of trays, get a case and put your name on it
- **Suppliers** Michigan Jeweler's Supply; CR Hill; Armstrong Tool
- Get tags and black string
- Make lots of beads!

Step 2 – Group Beads

- Group beads into sets or single focals
- Place beads in tray cells
- Make sure tray cell is appropriate size for the bead or sets
- Arrange by color or style groups
- An attractive tray will help you sell!

Step 3 – Tag Beads

- Use black string to tie the sets together and the tag to each set or focal
- Use a tight square knot, not much slack
- Loose strings get tangled and break
- Use a small tag
- Only one bead or set per cell in the tray

Step 4 – Code Beads

- Your code will be on every tag
- First initial and first 3 letters of last name
- If this creates confusion i.e. ASHE CSHE use optional code
- Optional code can be initials, letters from business name, etc.
- Use this code on the Inventory form and tags

Step 5 – Number Beads

- Whole numbers 1 – XXX preferred
- Decimals permitted to help organize multiples of same type of bead
- Remember, 1.1 and 1.10 are the same number!
- Write code and stock number on one side of tag, legibly!

Step 6 – Price Beads

- Pricing is very subjective, but don't undervalue your work!
- Price should be in whole dollars
- Write price on other side of tag

Right vs. Wrong



Step 7 – Inventory

- Arrange beads in trays in numerical order
- Record each bead or set on the inventory sheet with the price
- Use spreadsheet (preferred) or hand write on the inventory form
- Provide enough detail in the description to identify a bead if it loses its tag
- Make 2 copies, 1 for you, 1 for show chair

Step 8 – Turn in Beads

- Check glassact.org website for information on bead check in times
- Be considerate of show chair's time
- Your beads and inventory sheets will be compared for accuracy
- Beads will be checked for string cutters and cracks

Show Time

Part 1- Working your shift

- Arrive a few minutes before your assigned shift
- Check in with show chair or treasurer and get a quick lesson on filling out receipt books
- Take a look at all the beads so you can help customers find different types of beads

Part 2 - Selling Beads

- Remember, you are selling everyone's beads. Don't stand behind your own beads all day!
- Engage customers and explain to them that this is a guild show with a large variety of beads. People love our 'story'.
- Offer small plates to people who are beginning to collect beads to buy
- Help them find beads from different artists
- Sadly, we also have to keep a sharp eye out for shoplifters.

Part 3 - Receipt Books

- Keep a receipt book and pen handy
- Receipt books have non-carbon copy sheets; white (top) copy is for guild, yellow for customer
- Guild information should be pre-stamped on yellow copy
- Protective page gets moved between sets of receipts

Part 4 - Sales Processing

- When a customer is ready to purchase, enter your initials and date on receipt.
- Enter each item number and its price clearly.
- Ask the customer if they will be paying by cash, credit card or check. Check the appropriate box on the receipt.
- We accept Visa and MasterCard only – not Discover, American Express, etc.

Part 5 - Wrapping Beads

- Beads (or sets) are wrapped individually in tissue paper
- Place wrapped items in plastic bag and insert the artist code sheet
- Large purchases may take several small bags, and we have large bags to combine these small bags for the customer

Part 6 - Cash Sale

- Get customer name and address if they would like to be on our mailing list
- Take receipt to treasurer who will total sale and add tax
- Get cash from customer and change from the treasurer
- Give customer wrapped beads, change and receipt
- Keep guild copy of receipt in receipt book

Part 7 - Check Sale

- Have customer write name, address and phone number on the receipt.
- Take receipt to treasurer who will total sale and add tax
- Have customer make out check to "Glass Act"
- Write check # on receipt, compare receipt to check (name, address, phone)
- Give customer wrapped beads and receipt
- Give treasurer check and guild receipt

Part 8 - Credit Card Sale

- Have customer write name, address and phone number on the receipt.
- **ZIP code is CRITICAL! Ask customer if zip code matches the zip code for the billing address of the credit card.**
- Obtain credit card. Give to treasurer to create calculate tax and create charge slip.
- Have customer sign charge slip

Credit Card Sale con't

- Give customer their credit card, beads, bottom copy of credit slip and receipt.
- Give treasurer credit slip and receipt.
- If sale is greater than \$200, sale will need to be called in for approval and could take a few minutes. Let customer know about the short delay.

Oops! Almost Forgot

- Include business cards with your trays if you have them
- If a customer asks about our wholesale policy, explain it is up to the individual artist and they will have to contact the artist. We don't do wholesale for the beads in the show.
- Don't use white-out to change price or code, put on a new tag!
- Shark skin type tags make this easy
- Tax ids from customers, we need to see the tax license and record the tax id on the receipt

Questions?