



Labeling VGA Art for Submission to the Gallery

IMPORTANT:

Also refer to specific guidelines documents in member [Resources](#) for more information on submitting each type of art.

Using an example of the name Mary Alice Smith, below are examples of labeling for each art type at VGA using this format:

Artist Name Artist Code—VGA Code—Artist's Inv # Price Date submitted to the gallery
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NOTES:

- **First and Last name** or, at minimum, use **last name** so that the cashier can look up by last name.
- Remember the **dashes**! If space is a problem, Artist's Inventory # can be on its own line (e.g., #001)
- The **artist code** may or may not be the actual initials of the artist. It must be a unique code assigned by VGA for each gallery member who sells their art at the gallery.
- For the **artist's own inventory #**, VGA prefers numbers, but it is up to the artist as to their own inventory system and whether it might include letters.
- **Date** is required on all types of art **except cards** so that the gallery coordinators can rotate inventory regularly.
- **If labels are handwritten**, please write clearly for the cashier to give the sale to the correct artist.

LABELING:

Wall Art (WA) for Inside Shows

(large and small wall art on the upper wall shelves)

1. Label the back with a standard label for the cashier.
2. Attach a completed **Inside Show Submission Slip** to the back of the piece.

Mary Smith MAS-WA-001 \$125 4/15/23
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Remember

Also fill in clearly and accurately the **Inside Show Sign-up Sheet** (clipboard in the classroom). This data is used to create the Display Tags for the show.

Crafts (CR)

Fine Art Crafts such as wood, glass, ceramics, fabric purses, felt, etc.

Mary Smith MAS-CR-050 \$35 4/15/23

Unframed Art (UA)

Originals or prints matted or with backing board

Mary Smith MAS-UA-032 \$60 4/15/23

Cards (CA)

Cards do not require a date. It is up to each artist to keep their card slot inventory full and rotating with new cards.

Mary Smith MAS-CA-025 \$5

Jewelry (JW)

See the Fine Crafts Guidelines for more information on jewelry.

Mary Smith MAS-JW-072 \$28 4/15/23
