



Labeling Summary for all VGA Art Types

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

NOTES:

- **Name is required** for the cashier to find your name in the payment system.
- 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 the **artist's own inventory #**, VGA prefers numbers if possible.
- **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



Remember for Wall Art

Attach completed **Inside Show Submission Slip** to the back of the piece. This Slip has a **checklist** for the whole process!

Also fill in clearly and accurately the **Inside Show Sign-up Sheet**. This data is used to create the Wall 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 display, quantities, etc.

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