



## **Guidelines for Artist Members selling work in Gift Shop**

All members who are artists may submit their items for sale in the Gift Shop. The Board of Directors will review new submissions.

Items must be professionally plastic wrapped or framed as appropriate. Please make your work appear as attractive as possible.

### **Items must be labeled with price and inventory number.**

#### **Artists should assign their inventory numbers as follows:**

- First three letters of artist's last name
- Month and last digit of year placed in shop
- Consecutive numbers beginning with 1 and continuing regardless of items sold or removed from shop.

Example: Mary Blossom brings in two items in July 2004 – numbered BLO741 and BLO742. She brings in another item in September numbered BLO843; three more items in December are numbered BLO1234, BLO1245 and BLO1246.

It is also suggested that small attractive tags be attached to each item with your name and address.

Gift Shop logs must be completed for each artist, and signed by each artist.

Artworks retains 30% of each sale.

Artists are invited to help as volunteer greeters in the shop on Saturdays; please call the office to volunteer.

If you have any questions or suggestions, please call Margo Long, office manager, at 410-778-6300; Margo's hours are Wed.-Fri. from 12 to 3 pm.