L14 ART	Local 14 Art Show & Sale	**PRICE TAG LABEL GUIDELINES**

LABELING YOUR WORK (HOW YOU GET PAID)
PRICE LABELS MUST BE <u>REMOVABLE</u>

Without exception, **removable** price tag labels must be attached to **<u>every</u>** item. Cashiers remove these labels as work is sold, and bookkeepers add them to your sale pages. To supplement SQUARE records, we track and double-check sales with these price tag labels, so they are very important. Per contract, no dual pricing or price changes are allowed during the show.

Price Tag Label Format:

Labels must include your **last name**, **price**, and **optional inventory number** corresponding to your inventory list.

Recommended Format

Last Name, I_{nitial.} Inv # $_____	Washington, G. 1062 $175.00

First name or first initial is optional except in the case of a few artists who share the same last name. Please **do not use initials alone without your last name.** In the past, this has created delays at the pay stations and potential mistakes in bookkeeping.

We must set up SQUARE prior to the show, so we need to know **in advance how your name will appear on your price tag label**. If you want correct credit for your sales, it is important to make all of your tags <u>consistent</u> and <u>legible</u>. We recommend printed rather than handwritten labels.

Price Tag Label Size and Style:

PRICE LABELS MUST BE <u>REMOVABLE</u> - THIS IS <u>ESSENTIAL</u>

Label size also is important so they are large enough to be legible but small enough to fit efficiently onto the sales pages used by our bookkeepers. Rectangular labels fit better than round labels.   They should be no smaller than ½" x ¾" and not larger than 1" square.

Price Tag Label Placement:

2D artists should place the removable price tag label on the Purchaser Index Card attached to the back of the artwork. If not using a Purchaser Index Card (*e.g.*, on pieces under $100), place the removable tag on the back of the artwork where the cashier can find it easily.

For most other items, place the label on the front of each piece; or if this is not appropriate for your work, apply your removable label to a stringed tag.