

Gwen Fox Gallery Gift Shop 2025: Guidelines for Labelling/Presentation for Gift Shop Inventory

REQUIREMENTS FOR LABELLING & PRESENTATION

Artists may wish to have their own identifiers or code for personal recordkeeping purposes (ie stock number, item number, card issue, etc.)—please **do not use initials or letters for your coding** as these can be confused with the initials of the artist when an item is sold.

1. Hanging Works & Shrink Wraps

- Use the attached sheet to make labels **for the back of all hanging & shrink** wrap works.
- Wall tags will be made up in-house by a Gift Shop Committee person.
- Framed works **must be wired** on the back with hardware compatible for hanging on the wall system in the shop; **no sawtooth or other** hangers please.
- Stretchers used for canvases must have visible edges finished presentably.
- Watercolours, drawings, and all other works on paper must be under glass with a suitable frame (no clip frames).

2. 3D Works, Small Items & Cards

- Label with the Artist's Initials and Price. No other initials or letters on tags please!
- Use white labels that adhere to the surface
- Print clearly and use a permanent pen or marker

3. Untitled Works (pottery, jewellery, fibre, etc.)

- Label with Price, Artist's Initials. No other initials or letters on tags please!
- Use tags or labels that will adhere to the surface or remain attached until sold.

PACKAGING REQUIREMENTS

4. Cards & Shrink Wrap Packaging

- Machine shrink or crystal-clear type sleeve; no saran please.
- A sleeve or cover is preferred for cards to minimize damage in handling by patrons.

HOW TO REPLENISH YOUR INVENTORY

5. Larger/Higher Priced Items

- When a larger or higher priced item is sold, a member of the Committee will inform the artist so that a replacement piece can be brought in.
- Bringing in a replacement piece: **Complete the IN Book** and place the item on the counter in the Shop.
- Please do not hang or place your own works.

6. Smaller/Lower Priced Items, Cards, Shrink Wrap

- Check your own inventory frequently, especially during busier months.
- **Complete the IN Book** when bringing in replacements.
- Cards and Shrink Wraps may be placed in the appropriate location in the bins.
- All other items will be put into the display by a member of the Committee; please leave your replacements on the counter in the Gift Shop.

LABELS FOR HANGING & SHRINK WRAPS – FILL IN & ATTACH TO THE BACK OF ALL WORKS

Title
Medium
Artist's Name
Price

Title
Medium
Artist's Name
Price

Title
Medium
Artist's Name
Price

Title
Medium
Artist's Name
Price

Title
Medium
Artist's Name
Price

Title
Medium
Artist's Name
Price

Title
Medium
Artist's Name
Price

Title
Medium
Artist's Name
Price

Title
Medium
Artist's Name
Price

Title
Medium
Artist's Name
Price

Title
Medium
Artist's Name
Price

Title
Medium
Artist's Name
Price

Title
Medium
Artist's Name
Price

Title
Medium
Artist's Name
Price

Title
Medium
Artist's Name
Price

Title
Medium
Artist's Name
Price
