

LAG June Show Inventory Instructions

Thank you for participating in this year's gift shop! Below, you will find instructions for how to complete your inventory sheet.

[Click here to download the Spreadsheet in Excel format](#)

[Click here to download the Word document format](#)

Email your completed form to Treasurer@longmontartistsguild.org

Details:

- You will be assigned a 3-foot section of table.
- We are providing black table coverings.
- You may decorate your table any way you wish; however, all items you are selling **MUST** fit on the table. We will not allow racks or shelves to be set up behind the tables. (tabletop card racks are OK)
- You may bring your own folding bin to sell prints or unframed originals.
- If you have a floor-standing card rack, you may also bring that as well.

We have a new procedure for inventory tracking.

Starting this year, we are not using paper inventory sheets. All inventory items will be uploaded to our Square store before art drop-off.

The format for your inventory will remain the same. Each item will have an item number with your initials and a number. EXAMPLE: EAS123

Please follow these instructions carefully.

Gift shop set up will be allowed **ONLY** during art drop-off day.

Wednesday, June 5th, from 1 to 5 pm.

EACH AND EVERY ITEM YOU ARE SELLING IN THE GIFT SHOP MUST HAVE A STICKER OR TAG WITH YOUR ITEM NUMBER ON IT. We are not responsible for charging an incorrect price if there is no sticker or tag.

We will not accept handwritten inventory sheets for your gift shop items.

You must complete either the inventory Excel spreadsheet or the inventory Word document and email it to treasurer@longmontartistsguild.org no later than Tuesday, June 4th.

If we do not receive your inventory sheet by the deadline, you cannot participate in the gift shop. WE CANNOT ACCEPT INVENTORY SHEETS AT ARTWORK DROP OFF.

NO CHANGES will be accepted after the inventory deadline, Tuesday, June 4th.

Questions? Email Lara Mann at Shows@longmontartistsguild.org

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Artist's Code:

Use 3 initials of your name plus the inventory number.

Example: For Abe B. Cage the codes are ABC1, ABC2, ABC3, etc.

Full Artist Name	Item #	Description	Price	Quantity
Abe B Cage	ABC1	Greeting Cards	5	20
Abe B Cage	ABC2	Longs Peak Print	35	5
Abe B Cage	ABC3	Butterfly earrings	50	1

Here are some tips:

Greeting Cards: If all of your cards are the same price, you may group them using ONE number (ABC1). We will need a full quantity count of the cards you are bringing.

Any items that have unique prices will each have to have their own number. (ABC1, ABC2, etc.)

You may also list your items in batches. If you have a variety of colors or subjects, you can list them like the example below (it's not necessary, but you may do it).

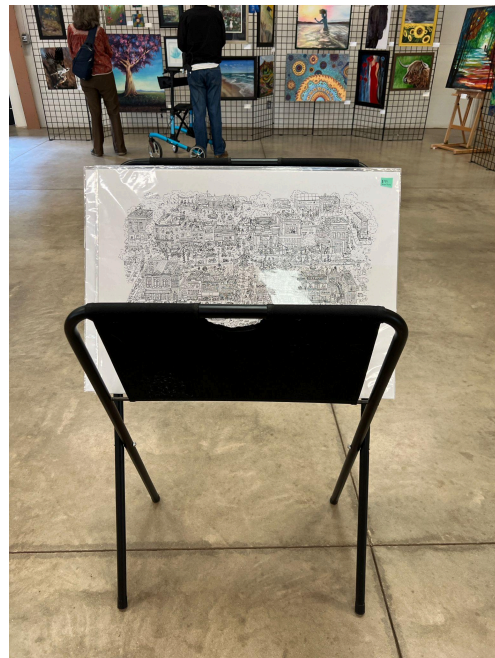
Full Artist Name	Item #	Description	Price	Quantity
Abe B Cage	ABC1	Pumpkin Greeting Card	5	10
Abe B Cage	ABC2	Red Barn Greeting Card	5	10
Abe B Cage	ABC3	Orange scarf	50	3

Here are some photos of table setups, bins, and card racks.



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