

Instructions for Filling in the Exhibit Inventory Template 1-26-20

This form is used for **Gallery Exhibits only**. Please use the Sales Inventory template for Fall Fair, HMP, Artisans Market, and BDG.

1. If accessing the Inventory Template from the LexArt website (www.lexart.org -> Member Login -> Resources), do a **Save As** and give it a file name with your name and the event name, for example "John Smith WWG".
1. Estimate how many items you have. If you have more than 20 separate items to enter, copy and paste enough existing blank rows for your items. You must do this or your items will not be entered in the system properly.
2. Enter your data, starting in the second row (where the sample data is).

Required Fields:

- **Item Title:** The title of the item. If it is an actual title like "Summer Rain", then enclose in quotes. If it is more a description like "Blue bowl", then do not use quotes.
- **Description:** This is somewhat of a catchall field, which you can use to list the medium (i.e. stainless steel, walnut, pastel, etc.), dimensions, shape, technique used for creation, whether the painting is framed, what kind of finish is used, and/or other descriptive information.
- **Guild Category:** Select from the drop down list. If items are not taxable, then use the appropriate Tax Exempt choice. *If you are not a Guild member, select "Non-Member"*.
- **Artist Name:** Enter your name. This should be the same as your Consignor ID in Simple Consign, if you have one. If you do not, then it should be the name that you want to appear on the Exhibit card. Consider, for example, whether you want a middle name or middle initial shown.
- **Price:** Enter the price for this item. Enter cents if it is not a whole dollar amount. No dollar sign. If the item is not for sale, enter "NFS" and provide an insurance value in the **Ins Value** column.
- **Ins Value:** The insurance value is needed for an item in an exhibit that is not for sale. If the field is highlighted in RED, then an insurance value must be given.

Optional Fields:

- **Artist Statement:** This field will be printed on a separate, contrasting piece of cardstock and placed near the displayed exhibit card. The statement can be used to provide more background on the piece, such as:
 - *"A dawn squall on a beach in Salters Point, South Dartmouth, Mass., was the inspiration for this work. But I followed the painting where it took me, to a place that exists only on this canvas."*
 - *"I tried to show the vulnerability of this hare."*
 - *"Modern take on the traditional Chippendale construction method for a formal chair."*
- **NFS Text:** If the item is not for sale, the exhibit card shows "NFS" by default. If you would rather have some other text shown, such as "Collection of the artist" or "Loaned by Xxx" or something else, enter it in this field.

See the Addendum if this item is a collaboration.

2. When you have completed your spreadsheet, do one of the following:
 - a) If you did not already do a **Save As** from Step 1, do a **Save As** and give it a file name with your name and the event name, for example "John Smith WWG".
 - b) If you did already do a **Save As** from Step 1, simply do a **Save**.
3. Email the file to the Exhibit Inventory Rep.

Instructions for Exhibit Inventory Reps

1. **Verify:** When you receive a file from a participant:
 - Do a quick scan/verification that all required fields are included and there is no invalid information.
 - Verify that the consignor ID matches EXACTLY what is in the system or Consignor File that you have submitted. (If it does not match, the inventory import process stops at that point because the consignor ID is not recognized. This requires additional correction and re-importing, which is a pain.)
 - Eliminate all subsequent rows that do not have item information.
2. **Combine:** Data from Individual participants' exhibit sheets should be combined into a single file.
 - **Save and Name:** Save the sheet as an Excel file (.xlsx). This file should be named as the year, your guild, and "Exhibit", for example "2020 Wood Exhibit.xlsx".
3. **Send:** Send the file to Jerik (jerikco@verizon.net).

Any item that is for sale will have a barcoded label stuck to that back of the Exhibit Card. This way the gallery sitter can take the card, bring it over to the POS system, and scan the item.

Include in the email the names of any artists who ARE NOT guild members (this could be a student for the Student Show or an Instructor for the Instructors Show).

Notes:

- Although both the title and description are fields in the POS system (as opposed to the Artist Statement), only the title is shown on the terminal and receipt. Therefore it is strongly recommended that titles be unique. Use numbers if there is nothing else to distinguish one item from another, like "Blue Mug 1" and "Blue Mug 2".
- Typically the title, artist, price, and description are included on the Exhibit card, but this can be flexible.