

McKenzie College Christmas Art Market 2022 Artwork Preparation Guidelines

Please read the following instructions very carefully. We require that all artwork must be prepared and completed according to the guidelines outlined below prior to Christmas Art Market Day.

Price Tagging – Labeling your art

Each price tag must include all of the following information:

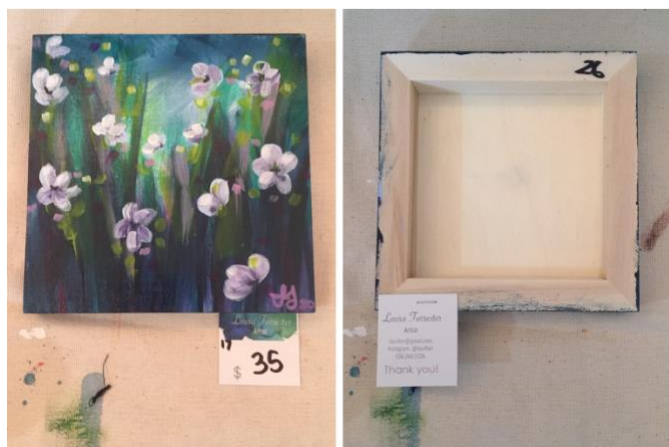
Artist Name:

Inventory number:

Price:

Tags can be attached by string or stapled to the backside of your canvas. You may have to get creative depending on what kind of item you are tagging. You will want to avoid damaging your item but you also want to make sure that your label stays on, items without labels will not be available for sale.

Using a business card (or card stock) works really well as a price tag, and this gives your buyer all of your contact information. You can put your items' info right on the front of the card. This method can be done with handmade price tags as well. It is ok if you do not have business cards, the most important part is that the tag/label does not fall off.



Inventory

Inventory lists must be completed and ready to submit the day before the sale. Every item you submit must have an inventory number that corresponds with your inventory list. This can be done using the inventory template

Example: Each of Shannon's pieces can have its own individual inventory number using her initials and scaling numbers for her entire stock (for ex: SL-01, SL-02, SL-03, etc.) Please email Slynn@mckenzie.edu if you would like to see an example or need further clarification.

Other recommendations

It may be easier to sell items that are ready to hang.

Consider attaching wire or sawtooth hangers to the back of canvases.

Consider framing some of your work (if prints).

Consider plastic sleeves for your prints. This will make attaching labels/price tags easier.

Sculptural items can have price tags attached via string tied around them or at the artist's discretion as long as the tag will not fall off.