

# Billings Arts Association



Getting "Art Show Ready"

## Back of Art Tags

The tag on the back of your art identifies it if it gets separated from your hang tag. It also ensures that the right art gets checked off the inventory at check out. There is no price on this tag, you may want to change your price later, and this sticker is permanently attached to the art. Fill in neatly and completely.

## Hang Tags

Hang tags are like the tag on the back of your art, but here you will show the price. The tag should be attached to the artwork with a long string which can be draped over the art, taped to the wall, or set on the table in front of your art. Fill in neatly and completely.

## Inventory Listing

An artist should have an inventory listing, both for all their saleable art, and specific to the show in which they are participating. An inventory number or a precise name helps to ensure the right art gets billed and checked against the inventory at check out, as it can be checked against the tag on the back of your art. An Inventory list is not a requirement when you are showing and selling your own art, but when you are displaying and selling at a show where you may not always be present and someone else may be making the transaction, an inventory listing is required. For BAA sponsored or hosted shows the inventory list **MUST BE SIGNED** and **DATED** by the artist agreeing with the insurance disclaimer on the form. Fill in neatly and completely. Item numbers are not a strict requirement in any form, the name of your art will suffice provided it is unique and consistent across all documents.

## Receipt Book

When you are working at a show, it is important to give your customer a receipt for their sale. If the BAA is collecting money on your behalf, we need a copy of the receipt to verify the selling artist and the price. If there is any confusion about what you sold later, you can use the receipts to verify your sales. A receipt book is not a requirement when you are showing and selling your own art, but on shows where the BAA will be collecting payment for your art it is required.

## Artist Statement and Elevator Speech

It is a good idea to have an artist's statement available for interested customers. Similarly, it is important to be prepared to tell any customer who may be unwilling to read your artist statement about your art, yourself, and your vision as an artist. People buy from people, and if a customer can connect somehow with the artist, the chances of a sale are much improved.

## Framing Pointers

Framing should be neat, clean, and professional looking. Except for very small art, all frame art must be hung with wire.

## Show Checklist

A checklist is a good way to make sure that you have what you need at each show. Personalize it to your own needs.