



BK2023 – Guidelines for Exhibitors: Labelling Southern Ceramic Group

This labelling guide is for members who have registered for BK 2023, as either a full exhibitor (up to 15 pieces) or as a newcomer (3 pieces). We hope this guidance will serve as an aide-memoire, in addition to the emails that have signposted and offered guidance. If you can assist less experienced Members by adding to the tips shown here, please let us know of anything else that could be included or amended. We welcome suggestions.

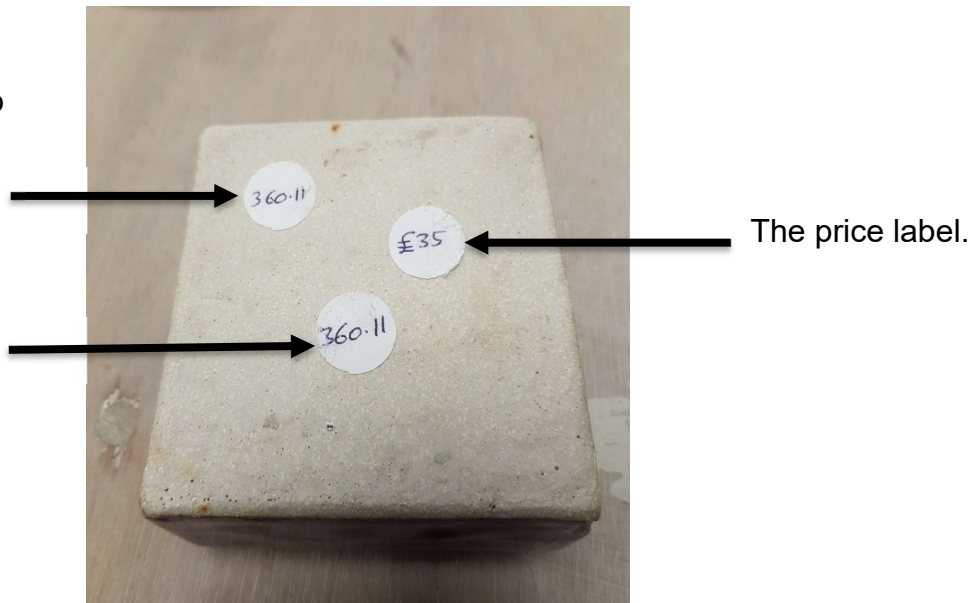
It is important that **you need to label your work**. With over 700 items arriving we need to be able to attribute and track work, so we can pay you when it sells and be able to add the “posh” printed labels that we have had printed especially for each piece of your work.

Your labelling task.

Please label your work with three labels on the bottom or rear if possible. The following diagram hopefully will help with what and how.

Your Membership number. Then a full stop then your item number.

We ask you to add a duplicate of this label in case the first version falls off



The Labels.

The shape of the labels does not matter – round, square or other shapes or colours are all OK. The most important part is that the information on them needs to be present and readable on your work and match with the information on your submission form.



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Why You need to Label Your Work.

When your work arrives on the check-in day, we will use those labels on your work to check work in against the list of items that you submitted on your electronic form.

The most important part is that your list of pots on the electronic form that you submitted matches the labels on your work. If, for example, your electronic entry form has listed pot 1 as £40 when we look at that pot that is labelled by you as no1 it needs to have a label with a price ticket that says £40.

The Exhibition Teams Labelling Task.

When we display your work, we will add the “posh” label, example below, that we have had printed, next to each item of your work. The details on the labels that we have had printed is taken from your entry form that you submitted. Note that you have had an opportunity to review these labels before printing.

Suzanne Rampton		
Pot 1		
360-1	£40.00	stoneware electric

Important to Note:

We cannot reprint the “posh” labels at this stage. So, any work that you have labelled that doesn't correlate with your electronic entry form will be withdrawn at check in day on 27th July 2023 (9.30am till 12.30am).