

Cards and 2D Wraps Procedures

1. Display privileges require member's signed San Dieguito Art Guild Membership Agreement on file with SDAG Membership and have their membership currently active. The content of the current SDAG Membership Agreement is incorporated in these procedures. See our website for current forms.
2. Each Card or 2D Wrap must be enclosed in either a clear envelope or shrink-wrap with the artist/member name, the title of the art, and the price of the art piece clearly readable and in a place that it can be seen from the outside of the clear envelope. A business name is not sufficient. You must have your personal name on each item for payment identification. Price tags should conform to OTG standards. Write your LAST name, a period, first initial, a dash, and your own inventory number. For example: "**Doe.J-502b**" with the price listed above or below.
3. Follow specific procedures below for displaying cards and/or 2D Wraps. Remember that if you violate the procedures, your items may be removed from the displays. A sales commission of 15 percent is taken by the OTG/SDAG.
4. Do not rearrange the Cards and 2D Wraps, except to add or remove your own work as permitted by the agreement. If you see a problem or find that a member is taking advantage by displaying more than their allowed quota, please contact an OTG Cards and 2D Wraps Coordinator.
5. Special permission is required from an OTG Cards and 2D Wraps Coordinator to display Cards and/or 2D Wraps with an additional item such as crayons, and if allowed, these must be placed in the back of the display. No scissors or sharp implements are allowed. All art supplies must meet nontoxic standards and safety regulations for handling by small children.

CARDS

6. To start, contact a OTG Cards and 2D Wraps Coordinator to get an assigned card slot with your name tag.
7. As space permits, each San Dieguito Art Guild member may display for sale a number of cards that fit loosely within their designated card slot, thus allowing easy removal of cards by customers. Also as space permits, each member may place a maximum of five cards within the shared slots called "Holiday Cards." Holiday Cards should reflect current holidays and may include celebration themes such as birthdays and graduations. Cards may be removed if there are too many or if they are out of season.
8. Over time, cards slots will be periodically rotated in position alphabetically by first name. Each of the three display doors have a section of the alphabet. At each rotation, the cards will be moved to another door and will move about four spaces so that they get moved to different doors and shelves over time. At each door there should be a card divider colored in PINK that marks the beginning of the alphabet. Each rotation will move that PINK marker about four spaces downward until it reaches the last card shelf that is designated for specific artists, then at the next rotation it will go back to the top position.
9. Cards and envelopes should be no larger than 9.25 inches in one dimension and shorter in the other dimension. It is recommended that Cards have an envelope for mailing.

2D WRAPS

10. As space permits, each San Dieguito Art Guild member may display for sale clear-wrapped "2D" art (herein called 2D Wraps) at the Off Track Gallery. Each artist is limited in the number of and size of their display of 2D wraps.
11. All 2D Wraps must be clearly marked as an ORIGINAL (type of) or PRINT. Photographs are prints.
12. Up to eight 2D wraps may be displayed per member, according to the quantity and size limits listed below. If the baskets and canvas racks become over crowded, this amount will be reduced. The 2D wraps may be slightly larger than stated below, but must be an easy fit in the basket or canvas bin.
 - Two small 2D wraps in each of the two small baskets (dimensions: 4x4 inches up to 11x15 inches).
 - Two medium 2D wraps in the one larger basket (dimensions: 9x11 inches up to 15x18 inches).
 - One large 2D wrap in each of the two canvas racks (dimensions: 8x15 inches up to 24x24 inches).
 - All 2D Wraps should be somewhat rigid or have a support backing. Total thickness not to exceed 1/4 inch. In the case of large cards, an envelope may be included rather than support backing.
13. The Cards and 2D Wraps Coordinator may allow small exceptions to size limitation if room exists.
14. 2D Wraps are placed in the displays with the largest size in the back graduating to the smallest size in the front to make it easier for viewing.

NOTE

Clear envelopes are available in many sizes on the Internet at www.clearbags.com or www.clearenvelopes.com and in some art and photographic supply stores.