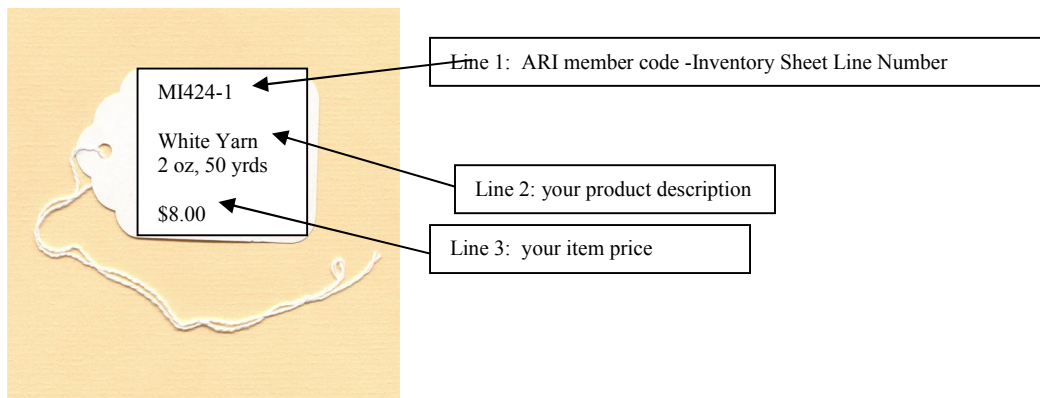


Instructions for Completing Inventory Sheets and Labeling Products

All products sold at ABR Vendor booths **MUST** follow the instructions listed below. This is the way we can track inventory and pay you at the end of the event. This Inventory Worksheet will be used for all ABR events (NWSS, GWAS, Estes Park, Fall Fest, etc.) One advantage of this system is as follows. Let's say that you give the Owner Code-Inventory number MI424-1 to White Yarn for NWSS and it doesn't sell. You can use the same number and price tag for that item if you want to take the item to GWAS or Estes Park or Fall Fest to sell.

1. ABR Fiber Committee Price Tags

These price tags need to be placed on all items for sale in addition to your own tag. We will be removing these from the sold items for Fiber Committee records. We recommend a large string tag (Avery #12202, 2 3/4" x 1 11/16") in order to allow for large printing. If you have label-printing software, you can use Avery #6570 Permanent I.D. Labels (1 1/4" x 1 3/4") which fit on the tag nicely. If you are hand-printing these, please make sure everything is very legible. The format we require from everyone is below:



The Inventory Sheet Product Code is **your** ARI member code, a dash, then the line number on your Inventory Sheet. **Each** item has to be listed on the inventory sheet so we can accurately track items sold. This is the only way for you to get paid for the products sold.

2. Item Label

This label will remain with the sold item and needs to contain the following information at minimum. It can be any format you would like, and you may also include your item#, price, logo, etc. if you wish. Below is the required information based upon the product type.

Rovings	Approximate Weight xxx oz. (<i>where 'xxx' is the weight</i>), fiber content.
Batting	Approximate Weight xxx oz. (<i>where 'xxx' is the weight</i>), fiber content.
Yarn	Approximate Weight xxx oz. (<i>where 'xxx' is the weight</i>), yardage, fiber content, where made, care instructions.
Hand-made Product	Fiber or materials content, care instructions.
Equipment	Instructions on how to use equipment properly

3. Inventory Sheet

Every item being sold must be listed on your Inventory Sheet. Use as many pages as necessary, please print legibly and make a **duplicate copy** for yourself and one which you will leave at the event with your items.

4. Product Drop-off Point

All products and displays **MUST** be checked in at the ABR booth as noted in the email and **All unsold items must be picked up on the date stated in the email.**

5. Sales Tax

Sales tax will be collected for all sold items under ABR's license, and ABR will be responsible for preparing the return. Commission will be calculated on the 'before tax' total.