



## TRAY CHECK-IN INSTRUCTIONS

### INSTRUCTIONS FOR INVENTORY FORMS AND TRAY SLIPS

- 1) Do not fill in the ENTRANT NO. on either the INVENTORY FORM or the TRAY SLIPS until a number is assigned to you at TRAY CHECK-IN at the show.
- 2) Make the INVENTORY FORM out in duplicate. One copy will be retained for the TSBS records and the other is to be kept by you.
- 3) Once assigned, write the ENTRANT NO. on the INVENTORY FORMS and on each TRAY SLIP. THIS IS VERY IMPORTANT – IT IS THE ONLY MEANS OF IDENTIFICATION OF YOUR TRAYS.
- 4) If a SPECIAL AWARD, enter the number of the award in the AWD. NO. box on the TRAY SLIP. If an OPEN AWARD, put a check mark in the OPEN box on the TRAY SLIP.
- 5) Do not enter anything in the NO. OF ENTRIES line on the TRAY SLIP. This line is for the judges to enter the number of trays competing for the particular SPECIAL AWARD. If this number is less than 3, a MERIT RIBBON only can be awarded.
- 6) Attach top section only of TRAY SLIP to tray, preferably with masking tape, not transparent tape, as transparent tape has a tendency to come unstuck. DO NOT TAPE LOWER SECTION OF TRAY SLIP TO TRAY.