

GALLERY SHOP TERMS & CONDITIONS

Drop off: Please deliver your items for sale to the Gallery Shop in the Brisbane Botanical Gardens Mt Coot-tha Auditorium on **Thursday 27th July** between **10am and 1pm**. Please contact us by email at f.arts.expo@gmail.com to make alternate arrangements, if this is impossible.

Pick up: All unsold items are to be collected on **Sunday 30th July** between **4pm and 5pm**. If someone else is collecting for you, please give your authorisation to the Gallery Shop Coordinator on delivery. Any items not collected will be considered donations.

Country Members: Members from all over the state are encouraged to take advantage of the opportunity to sell their top-quality wares. Please ensure it arrives before **Saturday 22nd July** with all the appropriate documentation. The cost of return postage will be deducted from your payment cheque. Fibre Arts Expo Gallery Shop 12 Payne St Aucherflower QLD 4066

Commission: A 20% commission will be charged on the retail price of all items sold in the Gallery Shop.

GST registration: If you are registered for GST, please ensure that your ABN is on your inventory form and that your prices are GST inclusive. You are responsible for paying your own GST. If you are NOT registered for GST, please attach a 'Statement by Supplier' which is available at Fibrecraft House and online at the [ATO website](#).

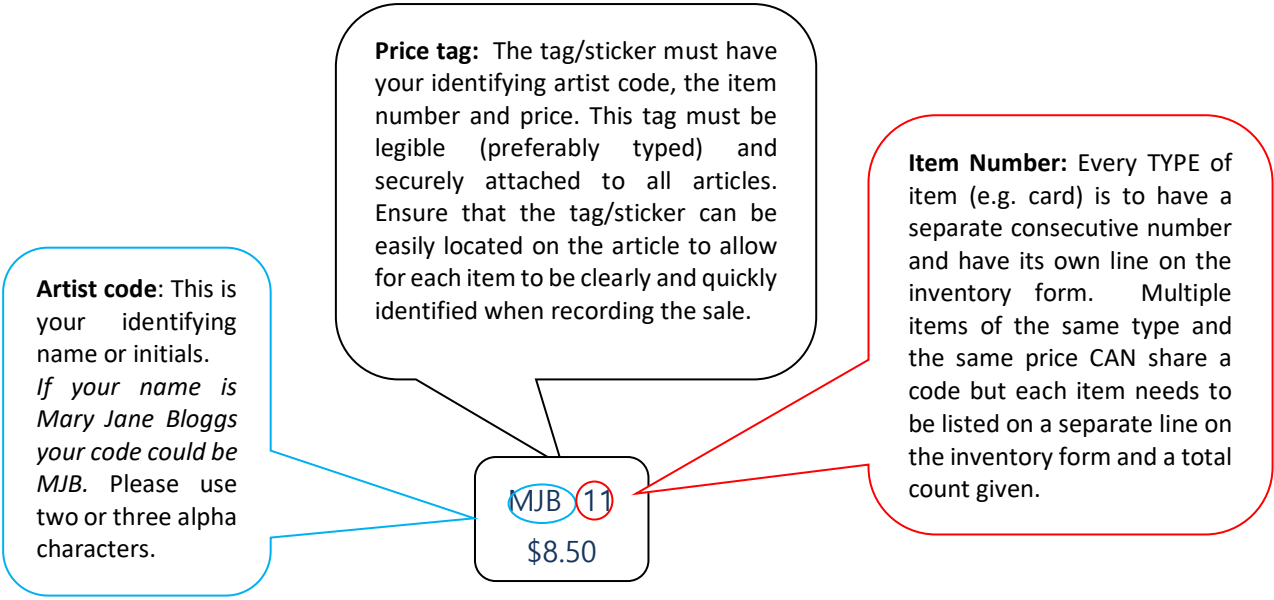
Volunteer Roster: Please help us woman the shop with enough personnel to encourage lots of sales and keep an eye on all the merchandise. The roster is on display at Fibrecraft House and you could email f.arts.expo@gmail.com to let us know when and where you can help.

Every care will be taken, but no responsibility will be accepted for the safety of your items.

Checklist:

I have:

- Created lovely things.
- Labelled all my items with my artist code, item number and retail price.
- Filled out an inventory form corresponding with all my items.
- Filled out a statement by a supplier form or supplied my ABN.
- Packed up all my bits and pieces carefully.
- Double checked the counts of my items with shop personnel.
- Volunteered to do a shift in the shop to help sell everyone's merchandise.



Inventory Form: All items for sale must be entered on an inventory form. You can use as many pages of the inventory form as you like so that every item is listed and priced. Please ensure that your inventory form is neat and legible, preferably typed. Please bring a copy to the shop with your goods, ready to be checked off and keep a copy yourself.

In	Code & Item #	Item Description	Retail Price	Out	Sales Record #	\$
	MJB 1	Notebook	8.50			
	"	"	8.50			
	"	"	8.50			
	"	" 4	8.50			
	MJB 2	Card	4.00			
	"	"	4.00			
	"	"	4.00			
	"	"	4.00			
	"	"	4.00			
	"	"	4.00			
	"	" 7	4.00			
	MJB 3	Scarf	100.00			
	MJB 4	Quilt	350.00			
	MJB 5	Tshirt	15.00			