**FIBRE ARTS GALLERY TERMS & CONDITIONS**

**Drop off:**

Please deliver your items for sale to the Gallery Shop in the Richard Randall Studio at Brisbane Botanical Gardens Mt Coot-tha on **Monday 1July** between **11 am and 2 pm**. Please contact us by email at events@qldspinners.org.au to make alternate arrangements.

**Pick up:**

All unsold items are to be collected on **Sunday 11 July** between **5** **pm and 6 pm.** If someone else is collecting for you, please indicate on your inventory form.Any items not collected will be considered donations.

**Commission:**

A 20% commission will be charged on the retail price of all items sold in the Gallery Shop if you are on a roster for at least a day. We are happy for you to just drop off your items for us to sell and we will retain 30% commission.

**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](https://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/Statement%20by%20a%20supplier.pdf).

**Volunteer Roster:**

Please help us woman the shop with enough personnel to encourage lots of sales, demonstrate our crafts and keep an eye on all the merchandise. [The roster is online here.](https://docs.google.com/spreadsheets/d/1gFMUCPvBZyofMIp7aYYY5HmFlDJO88uGZm79srtsUT8/edit?usp=sharing)

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.
* **Printed** TWO copies of the inventory form.
* **Emailed** my excel inventory form to events@qldspinners.org.au
* Filled out a **statement by a supplier** form or supplied my ABN.
* Packed up all my bits and pieces carefully.
* Delivered everything to Richard Randall.
* Double checked the counts of my items and labels with shop personnel.
* Volunteered to do a shift in the shop to help sell everyone’s merchandise.

**Price tag:** The tag/sticker must have your identifying artist code, the item number and price. This tag must be legible (preferably typed) and securely attached to all articles. Ensure that the tag/sticker can be easily located on the article to allow for each item to be clearly and quickly identified when recording the sale.

**Item Number:** Every TYPE of item (e.g. card) is to have a separate consecutive number and have its own line on the inventory form. Multiple items of the same type and the same price CAN share a code.

**Artist code**: This is your identifying name or initials.

*If your name is Mary Jane Bloggs your code could be MJB.* Please use two or three alpha characters.

**Price:** It is preferable to use whole dollar amounts. 50 cents is the only exception. No smaller change will be carried so please ensure that prices meet this requirement.

MJB 5

$15

**Inventory Form:**

[Use this link to the Excel Inventory Form](https://www.qldspinners.org.au/wp-content/uploads/2020/07/inventory-form-.xlsx).

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 emailed to [events@qldspinners.org](mailto:events@qldspinners.org) so we can copy into our point of sale system. Please bring a copy to the shop with your goods, ready to be checked off and keep a copy yourself.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| In | Code & Item # | Item Description | QTY | Retail Price | Out | Sales Record # | $ |
|  | MJB 1 | Notebook | 4 | $8.50 |  |  |  |
|  | MJB 2 | Card | 7 | $4 |  |  |  |
|  | MJB 3 | Scarf | 2 | $100 |  |  |  |
|  | MJB 4 | Quilt | 1 | $350 |  |  |  |
|  | MJB 5 | T shirt | 10 | $15 |  |  |  |
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