

Canberra Quilters Members' Exhibition 2021

INTENTION TO SELL FORM

Complete this form if you intend to sell any items, **either in the Sales Room or in the exhibition**. You may not sell items that compete with merchant hall stallholders. Read the form carefully, complete every applicable section and appropriate alternative answers. **Print clearly using BLACK pen.**

Member's details

Name:	Membership number:
Phone:	Mobile:
Email:		
Address:		
Bank account details to which proceeds from sale of my goods can be paid (optional) — a remittance will be emailed to you			
BSB:	Account number:	Account name:	

Sales Room sales details

Number of items I am submitting for sale in the Sales Room (maximum 200)

Exhibition sales details

My exhibition quilt(s) will be for sale Yes No

My items of wearable art will be for sale Yes No

GST declaration

Please complete and sign the declaration **(1, 2 or 3)** that is appropriate to your situation.

1. I am not registered for GST. Pursuant to the Australian Taxation Office's Pay-As-You-Go legislation and guidelines, I hereby provide Canberra Quilters Inc. with a written statement that, for the supply of the goods and services I am making and any further supplies of this type that I make to Canberra Quilters Inc., the supply is made in my capacity as an individual, and the supply is made in the course of an activity that is a private recreational pursuit or hobby.

Signature: Date:

2. I have an ABN but I have chosen not to register my business for GST as my business grosses less than \$50,000 a year.

ABN: Trading name:

Signature: Date:

3. I am registered for GST

ABN: Trading name:

Signature: Date:

Payment

A single non-refundable **\$20** administration fee applies, regardless of the number of items you submit and includes items you have submitted for exhibition. If you paid as part of the Exhibition Entry Form, do not pay again. **Please check the method you used.**

- Direct deposit (EFT*) to Canberra Quilters Inc. BSB: 062909 Account: 00901010 or by online payment. In your transaction description include your name and the letters EXH. * These are Canberra Quilters' preferred methods of payment.
- Cheque or Money Order made out to Canberra Quilters
- Cash (only if handed directly to the Exhibition Secretary)

Acceptance of Conditions of Entry

I have read, understood and agree to be bound by the Canberra Quilters Members' Exhibition 2021 CONDITIONS OF ENTRY as specified in the Entry Pack.

Signature: Date:

Sales Room volunteer rosters

Name: _____ **Membership number:** _____

Phone: _____ **Mobile:** _____

Are you able to walk around? Yes No

Can you sit and stand? Yes No

Can you sit only? Yes No

Number of shifts for which you are volunteering? _____ (*1 shift per 50 items or part thereof)

If you are **unable to perform your mandatory shift** please write the name and contact details of your substitute:

Name: _____ Phone: _____

Sales Room volunteer preferences

* All adult members selling items in the Sales Room are obliged to volunteer in the Sales Room. The number of items you are submitting for sale determines the number of shifts you need to perform. One shift for each 50 items to be submitted, or part thereof, up to a maximum of 200 items.

If you are required to do two shifts (that is, you have submitted up to 100 items for sale) those shifts must be done on the same day. A short break may be taken between shifts. Three or four shifts must be done over **only** two days. You are expected to arrive on time and remain at your assigned roster task for the duration of your shift, except for necessary toilet breaks. A shift is 2.25 hours and there is no provision for a tea break or to consume beverages while on duty.

You must indicate at least one alternative shift (marked with an A) in the Sales Room.

Only members with previous Sales Room experience (particularly packing up) are encouraged to volunteer for the final shift on Sunday. This shift extends to 6.30 pm.

Date	Day	10.00 am to 12.15 pm	12.10 pm to 2.25 pm	2.20 pm to 4.30 pm
22 September	Wednesday #		xxxx	
23 September	Thursday			
24 September	Friday			
25 September	Saturday			
26 September	Sunday ##			

Set up – counts as one shift only (10.00 am to 2.25 pm) ## Last shift on Sunday extends to 6.30 pm for packing up.

Collection authorisation

I am unable to collect my item/s and authorise the person named here to collect it/them on my behalf:

Name: _____ Contact details: _____

Checklist

- I have completed and signed my Intention to Sell form.
- I have read the Conditions of Entry.
- I am an eligible financial member of Canberra Quilters Inc.
- I have copied all forms for my own reference.
- I have paid my administration fee.
- I have completed my volunteer forms.

Send to: Joanne West 39 Gouger Street Torrens ACT 2607 or sales.room@canberraquilters.org.au

Before: 30 July 2021 11.59 pm

Phone Joanne on 6286 6474 if you are having problems completing this form.