

# Canberra Quilters Members' Exhibition 2022

## 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	<input type="checkbox"/> Yes <input type="checkbox"/> No
My items of wearable art will be for sale	<input type="checkbox"/> Yes <input type="checkbox"/> No

GST declaration	
Please complete and sign the declaration <b>(1, 2 or 3)</b> that is appropriate to your situation.	
<b>1. I am <u>not</u> registered for GST.</b> 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: _____
<b>2. I have an ABN but I have chosen not to register my business for GST</b> as my business grosses less than \$50,000 a year.	
ABN: _____	Trading name: _____
Signature: _____	Date: _____
<b>3. I am registered for GST</b>	
ABN: _____	Trading name: _____
Signature: _____	Date: _____

Payment	
A single non-refundable <b>\$20</b> 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. <b>Please check the method you used.</b>	
<b>1. 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.</b>	<input type="checkbox"/>
<b>2. Cheque or Money Order made out to Canberra Quilters</b>	<input type="checkbox"/>
<b>3. Cash (only if handed directly to the Exhibition Secretary)</b>	<input type="checkbox"/>

Acceptance of Conditions of Entry	
I have read, understood and agree to be bound by the Canberra Quilters Members' Exhibition 2022 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 Saturday. 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
31 May	Tuesday #		xxxx	
1 June	Wednesday			
2 June	Thursday			
3 June	Friday			
4 June	Saturday ##			

# Set up – counts as one shift only (10.00 am to 2.25 pm) ## Last shift on Saturday 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](mailto:sales.room@canberraquilters.org.au)

**Postmarked before:** 8 April 2022 11.59 pm

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