THE FOLK & DECORATIVE ARTISTS' ASSOCIATION OF AUSTRALIA, INC
PO Box 160, Newport Beach 2106

INVENTORY FORM

Please retain one copy for your records and return one signed copy with your work

Name _____ Membership No. _____

Address _____

_____ Postcode _____

Phone (Home) _____ (Work) _____ Mobile _____

eMail _____

Are you prepared to take orders? YES ☐ NO ☐

BSB Number _____ Account Number _____

CONDITIONS OF ENTRY

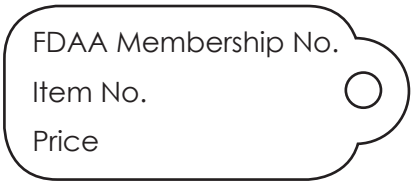
- I am a current financial member of the FDAA
- I agree to comply with the guidelines and conditions of entry to exhibition/sale.
- I absolve the Association from all responsibility for the loss or damage of my work during the exhibition/sale.
- I agree to donate 20% of the value of my goods sold to the Association
- I agree that the Committee reserves the right to exhibit or not exhibit any of the articles submitted.
- I agree to volunteer for roster duty during the Exhibition/Sale.
- I confirm that the submitted articles conforms with the FDAA guidelines (see reverse)
- I understand that if applicable return postage of my work is my responsibility.
- All articles must be checked on/off by a Committee member against the Inventory List

SIGNATURE _____ DATE _____

Item No	DESCRIPTION - colour and size etc	PRICE	SOLD	Check In	Check Out
		.00			
		.00			
		.00			
		.00			
		.00			
		.00			
		.00			
		.00			
		.00			
		.00			
		.00			
		.00			

GENERAL SALES GUIDELINES

1. Articles are to be painted in Folk Art or Decorative styles containing no less than 60% painting.
2. Decoupage is not accepted without painted decoration on the item. If applicable Decoupage is to be written on the back of the price tag.
3. Committee members will remove any item that does not meet criteria for sale.
4. All small jewellery items to be mounted on members own board.
5. All items are to be individually tagged, numbered and priced on the Inventory Form.
6. All items must be prepared, finished properly and clean - hooks and batteries on clocks.
7. All items with a function such as a clock or pen must be in working order.
8. Price tags to be swing tags or removable self adhesive labels, of a reasonable size (minimum 3.5 cms) and clearly marked with membership number, item number and price on one side of the label. On reverse of label write a description of item for sale. (Avery & Esselte make a range of removable self adhesive labels; both these and swing tags are available from Newsagents or stationery stores)



9. FDAA Canvas / Hanging Item Tags to be used to label all canvases and hanging items. Place tag at the base of canvas.
10. All prices are to be the nearest dollar.
11. Inventory Form and price tags are to be completed before arriving for check in.
12. No buying or selling at check-in.
13. All sale items to be at Glebe Island/Darling Harbour by 2 pm Tuesday (Set up day) Heritage Markets before market opens.
14. Periodically, donations of painted items for future FDAA fund-raising is required at the completion of each sale. A receptacle will be made available. If you are not available to pack up your items on completion of a sale, an item will be selected by a committee member from your unsold items. Your committee thanks you in advance for your donation.

Name _____ Membership No. _____ Page No. _____ of _____

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