

GOLD COAST SUCCULENT & BROMELIAD SOCIETY INC.

SELLING GUIDELINES – OFFSITE EVENTS

- 1) GCSBS participation at shopping centres and any offsite events is first and foremost to:
 - a) **display bromeliads and succulents**
 - b) **introduce and promote the Society to the general public**
 - c) **hand out Society literature/membership information.**
- 2) Convenors and Members who wish to sell plants at any GCSBS Offsite Event are to be current financial members who have attended at least 5 (five) General Meetings in the 12 (twelve) month period immediately preceding the event date. The Management Committee may waive this requirement in special circumstances.
- 3) Sellers are required to have signed the 'Seller's Agency Agreement' annually and the 'Selling Registration' form prior to the commencement of selling at any offsite event.
- 4) The current Society Member Sales Commission shall be deducted from all plant sales.
- 5) Sales monies, less commission, will be paid to sellers via EFT (Electronic Funds Transfer, ie Bank Transfer) or Cheque as soon as possible after the event.
- 6) Sale plants must only be succulents or bromeliads which have been grown & owned by the seller for a minimum period of 3 (three) months prior to the sale date.
- 7) All sellers are required to participate in the breakdown and clean-up of venues.
- 8) At no time are non-members to participate in any way at a GCSBS Shopping Centre/offsite event promotion
- 9) The 'display' of bromeliads and succulents by the GCSBS is used by these venues as a draw card to attract the public and is the reason space is provided to the GCSBS at minimal or no fee
- 10) There is to be a minimum of one full table of 'display only' plants for the duration of the event
- 11) As this is a GCSBS promotion, only Society fliers are to be handed out. No personal business cards are to be distributed. If a member of the public wishes to buy extra plants, they are to be directed to attend a Society meeting or encouraged to become a member of the Society
- 12) The sale of plants by members at these venues is considered to be a bonus for the Society and sellers alike, and as such, this privilege should not to be abused

All Registered Sellers at shopping centre/offsite events are required to:

- 13) provide the required number of bromeliads or succulents for the display table. The number will depend on the event and the number of sellers. The convenor will inform sellers of this number prior to the event.
- 14) be available for their shifts as allocated by the convenor, unless their absence is agreed to by Convenor, or another Registered Seller fills in for them
- 15) assist in the setup, breakdown, and clean-up of display and sales area
- 16) abide by Shopping Centre Management or offsite venue requests at all times, in particular - parking of sellers' vehicles, keeping the allocated display/sales area tidy and safe for the public at all times, and other requests by venue management that may arise.
- 17) keep venue aisles freely accessible to all members of the public at all times and especially to those using wheelchairs and other mobility aids
- 18) place sale plants on their allotted table space which is for their exclusive use only. At no time are plants to be placed on the floor in aisles or the front of tables. Excess sale plants, seller's boxes, etc. are to be placed under allotted table space. These items are not to obstruct the aisles or sales area in any way
- 19) maintain the allotted display and sales area in a tidy and safe manner for sellers and the public at all times
- 20) Sale plants are not to be placed in the allocated display area
- 21) All plants are the responsibility of the seller at all times, even if the seller is not present
- 22) The current Society Member Sales Commission shall be deducted from all plant sales
- 23) All member sellers are reminded to work as a team and to be considerate and respectful of each other
- 24) All plants offered for sale or display are to meet the following requirements:
 - a) must be bromeliads or succulents only
 - b) potted plants are to be established and rooted in a clean plant pot of reasonable size

- c) plants such as Tillandsia may be attached to a suitable epiphytic mount
- d) plants or offsets sold bare-rooted should be free of soil or potting mix and have their roots wrapped in suitable material to avoid mix being spilt on the floor. e.g. plastic
- e) are to be completely drained and emptied of water
- f) are to be clean and free of disease or infestation of pests. There is to be no scale, either pin spot, black or brown, on the plants.
- g) plants and mix must be free of Fire Ants or Fire Ant material. Where plants are grown or stored in a Fire Ant treatment area, sellers must declare this status to the Gold Coast Succulent and Bromeliad Society, Inc. (GCSBS). All sellers must comply with current Qld Fire Ant Legislation and supply certification if appropriate. Members with plants originating in a Fire Ant treatment area who do not comply with this requirement or State Government Act for the control of Fire Ants will be banned from selling plants. A copy of rules and regulations can be found at <http://www.daff.qld.gov.au/plants/weeds-pest-animals-ants/invasive-ants/fire-ants>
- h) plants are to be tagged with a durable label (or GCSBS Barcode Label) showing at least the plant's genus and species name, cultivar name or hybrid name.
- i) plants for sale are to be separately tagged with the seller's name and price clearly marked on the same side of the tag or GCSBS Barcode Label.
- j) prices of plants are set at the discretion of the seller and are to be set in multiples of \$1.00

Convenors have the right to remove any plants or related items not in compliance with these conditions.

• **Convenor duties:**

- 25) maintain a supply of current Society brochures, give the Society sufficient time to print brochures and pick up the brochures from the Society
- 26) obtain the float and cashbox from the treasurer
- 27) obtain the Society Display/Logo Stand
- 28) obtain a supply of 'for sale' books/booklets from the Society (a receipt book is provided for the sale of these items)
- 29) set up and organization of sales/display areas
- 30) allocate table space proportionate to the number of registered sellers/families. The number of sellers in attendance at any time is to be limited to a sensible number as deemed by the convenor. i.e. 1 convenor, 3 members or 1 seller per member/family in the sales area.
- 31) allocate seller areas by draw. Once drawn, the areas will remain unchanged and be for the exclusive use of the allocated seller until the promotion is concluded
- 32) maintain the contents of the 'Society Offsite Supplies Bag' as listed on the Contents Sheet for same
- 33) ensure sellers sign the Sellers' Registration Form each day of the promotion
- 34) ensure appropriate number of display plants are provided by each seller. Such plants are for 'display only' and are not to be sold during the promotion. Advise the sellers of this number prior to the event.
- 35) ensure NO plants or clutter on the paperwork and cash box table complete the record of sales for each seller on the appropriate form at the end of each day
- 36) complete the record of sales for each seller on the appropriate form at the end of each day
- 37) will be responsible for all sales money, floats, and balancing of same (All sellers share any losses or overs.)
- 38) pay the sellers daily or at the end of the event as agreed upon at the beginning of the promotion
- 39) return the cash box, float, Society commission and daily records (Seller Registration Forms and Sales Summary Form) to the Treasure within a time period agreed prior to the event.
- 40) arrange a roster of sellers/ members to ensure that the display is manned as much as possible during venue's opening hours and make sure sellers are notified of this roster in advance of the event

IN THE EVENT OF ANY DISPUTES, THE DECISION OF THE CONVENOR IS FINAL.