



ArtWorks is for Everyone!

PRINCIPLE:

In keeping with our Aims, we seek the following through offering display space for local and regional artists

To provide a meeting place in our community where everyone feels valued and safe.

To provide an arts friendly space where people can build their skills, gain confidence and display their work.

To provide an income to maintain and support the organisation.

To offer volunteers the opportunity to contribute their skills, acquire new skills and be valued for their contribution.

POLICY:

The following guidelines apply to the offer of exhibition with regard to the hire of the spaces.

1. Exhibition Space, Hire Cost & Exhibition Duration

1. In conjunction with the ongoing exhibition programme the ArtWorks spaces can be available for 6 - 10 weeks duration.
2. Exhibitors are required to become members of ArtWorks

2. Commission on Sales

Commission of 10 % on sales of artwork should be factored into the artists overall sale price.

3. Confirmation of Booking

The booking of an exhibition space is reserved following return of the offer to exhibit agreement form and, after it is confirmed by the Executive

4. Cancellation of an Accepted Exhibition

Suitable notice of cancellation of a confirmed exhibition is mandatory, out of respect for the time and abilities of our volunteer team.

5. Exhibition Schedule

- 1) The exhibition schedule is laid out in the offer to exhibit hire space agreement between ARTWORKS and the exhibitor. The schedule states expected delivery and installations dates, official opening date, and exhibition period and demount/ dispatch dates.
- 2) The exhibition will be displayed in the space nominated for the duration stated in the schedule. ARTWORKS will advise in writing of any change necessary.

6. Transportation & Delivery of the artwork

Unless stated otherwise in writing, the exhibitor will be responsible for the transportation costs and delivery of the works to and from the Gallery.

7. Installation/Demount of the Exhibition

- 1) The final positioning of works and decisions on placement are up to the discretion of the curator/hanging team with all due consideration given to the exhibitors' intentions.
- 2) ARTWORKS reserves the right to refuse the display of works considered overtly discriminatory, contravening copyright laws or being culturally insensitive.
- 3) ARTWORKS will not display work that is damaged or unfit for hanging.
- 4) Due to space constraints, ARTWORKS encourages the exhibitor to take away their packaging and return it at demount. If this is not possible, ARTWORKS will store any packaging associated with the transit of the exhibition. Original packaging will be provided at the time of demount. ARTWORKS does not provide packaging.
- 5) All care and consideration will be taken with the safe handling of the work while under the care of ARTWORKS during install and demount of the exhibition.

8. Care, Conservation, Security and Display

- 1) ARTWORKS shall at all times ensure that the works are treated with all due care to ensure protection against loss damage or deterioration and should loss, damage or deterioration occur, ARTWORKS shall provide a detailed report to the exhibitor.
- 2) ARTWORKS will ensure the protection of the works from fire, theft, insects, dirt, foodstuffs, drink, smoking or handling by unauthorized or inexperienced persons or members of the public.
- 3) While the exhibition is closed to the public ARTWORKS shall ensure that all external doors and accessible windows are secured.

8. Copyright and Reproduction

- 1) Incidental photography of the exhibition by the media is permitted but must be supervised by ARTWORKS staff.
- 2) The exhibitor will allow ARTWORKS to photograph the works in the exhibition for administration purposes, promotional purposes, including newspaper, television, ARTWORKS website and ARTWORKS non-profit publication advertising, for the duration of the exhibition.

9. Sale of Works

- 1) Works in the exhibition which are for sale shall attract a commission rate of 10%.
- 2) **G.S.T:** the exhibitor will provide ARTWORKS with their A.B.N. if applicable. If an A.B.N is not provided to ARTWORKS, the Artist will state that the works are the product of a hobby and therefore will not attract G.S.T. If an A.B.N. or a hobby statement is not provided, ARTWORKS will be compelled to include 48.5% G.S.T. in the sale price.
- 3) The commission should be included in the price of the works listed in Schedule A. All sales must be receipted through an **ArtWorks Granite Belt** Receipt book.

- 4) Payment to individual artists will be within thirty (30) days of the close of the exhibition. ArtWorks are not to be released to purchasers unless full payment is received.
- 5) **Sold works must remain on display until the end of the exhibition, unless otherwise arranged.**

10. Insurance

- 1) works on display at ArtWorks are covered by our Insurance. The insurance shall cover the wholesale value (price less commission) of the works listed.
- 2) This insurance cover will apply to the loss, theft, damage or destruction of the work/works.
- 3) Works arriving at the gallery in damaged condition will not be covered by ARTWORKS insurance.
- 4) Works damaged at ARTWORKS will be returned to the exhibitor in their damaged state for the exhibitor to action in liaison with ARTWORKS.

11. Promotion

- 1) ARTWORKS will provide promotional material in the forms of a press release to news media, invitations to the gallery members/ mailing list, on the ARTWORKS website, in house promotion, external website listings and regular industry outlets.
- 2) The exhibitor is encouraged to promote their exhibition by distributing their invitations through their personal network.
- 3) The exhibitor will allow the gallery to pass on their contact details to relevant media agencies who wish direct contact regarding the exhibition.

12. Exhibition Opening

- 1) ARTWORKS shall arrange an official opening, including food and beverages, unless alternative arrangements are agreed between the exhibitor and ARTWORKS stated in writing at no expense to the exhibitor.
- 2) The exhibitor will allow the gallery to photographically document the opening function for promotional/ administration and archival purposes.

13. Exhibition Documentation

- 1) The exhibitor will supply ARTWORKS the relevant exhibition documentation according to the timeline given as part of the exhibition agreement plus a high resolution photograph of the artist/s for promotions.
- 2) ARTWORKS reserves the right to alter, edit or otherwise make relevant changes to any documentation supplied, and will refer a proof to the exhibitor for acceptance.
- 3) The Artwork details should be as follows: Artists name, Title, Medium, price