



EXHIBITIONS CONDITIONS – Hiring of Gallery Space

Please find below the Inverell Art Society's conditions for holding exhibitions and hiring the gallery space, Butler Hall. All negotiations to be with the Inverell Art Gallery Manager or President. Tax invoice will be issued with the event/catering agreement form.

1 INSTALLATION of EXHIBITION

- 1.1 No artwork is to be stored at the Inverell Art Gallery before or after the exhibition.
- 1.2 It is the responsibility of the exhibitor to deliver, hang and present exhibition artwork and remove unsold artwork on conclusion of exhibition. Artworks that are left hanging past the exhibition conclusion date will incur a fee per day and staff wages for removal and packing. Sold artworks will be hung until exhibition concludes and then packed by IAG volunteers and purchaser will be contacted to collect.
- 1.3 The Inverell Art Society includes 3 hours curation within the gallery space cost. Within this time the IAG manager or IAS committee member will demonstrate equipment and workplace health and safety requirements. All other exhibition assistants are to follow staff instructions and adhere to WHS.
- 1.4 All electrical appliances that are part of the exhibition will need to be tagged by a registered electrician before display.
- 1.5 No artwork is to be removed from the exhibition before the conclusion date.
- 1.6 When two or more artists are exhibiting, artists must have authorized one person to represent the other artists for liaison with the IAG.
- 1.7 The Exhibitor will be held responsible for any loss or damage to the IAG walls, property, furniture, props, appliances for the duration of the exhibition.

2 EXHIBITION COST and CURATION

- 2.1 Butler Hall exhibition space is \$315 for a min of 3 weeks. Thereafter is \$105 per week (7days) or \$15 per day. Charges do not include the day of setting up or taking down the exhibition.
- 2.3 Please allow sufficient time to set up and take down. A limited number of artworks (1-2 pieces) may be exhibited in the Inverell Art Gallery gift store after the exhibition.
- 2.4 The Inverell Art Gallery will supply a stock sheet for artwork information. Print clearly.
- 2.6 Exhibiting Artists are responsible for supplying the correct information on the artwork as well as the stock sheet supplied. This is to be completed and submitted 2 weeks prior to the exhibition opening date.
- 2.5 Barcodes generated into the Art Gallery's computer system. Printed and laminated title cards supplied for the artworks.

3 OPENING EXHIBITION and CATERING

- 3.1 Catering can be requested for any official opening of the exhibition, at an agreed upon cost & menu. Contact the Inverell Art Gallery Manager for cost & menu options.
- 3.2 The artist may supply their own catering, following safe food practices. A fee may be charged for the use of the Inverell Art Gallery kitchen and utilities. Any breakages glassware/dinnerware or utensils must be paid for.
- 3.3 **BAR** costs are \$25 per hour (this is the wages of the RSA holder) minimum of 2 hours
- 3.4 **ADMISSION** The Inverell Art Society reserves the right to charge admission to those attending the opening of exhibitions \$5 - \$10 admission for adults.
- 3.5 Refer to the attached event/catering contract for detailed items. (if applicable)

4 ADVERTISING

- 4.1 **PRINTED & DIGITAL MEDIA** Exhibitor to supply flyers or their preferred printed material.

4.2 HERO IMAGE One image supplied as a jpeg for our website and social media.

4.3 PROMOTION The exhibitor must assist with the promotion and advertising of the exhibition over social media (go to website www.inverellartgallery.com.au for the link to official social media pages) and Flyers can be displayed in the Inverell Art Gallery, dispersed around local businesses, library, Tourist info centre, Shire council admin centre.

4.4 RADIO PROMOTION The Inverell Art Gallery will send a media release for Radio advertisement on local radio stations Sta FM (community) and Gem FM/2NZ.

ABC New England Northwest (Tamworth), Kristy Reading can be contacted for the arts segment on Monday mornings between 9.30am and 10am. For artist interviews please be available. (It will not be the responsibility of the Inverell Art Gallery manager to appear or talk on behalf of the artist regarding the exhibition)

4.3 CATALOGUES Online catalogues will include an extra charge. Understand that all exhibition artwork images must be supplied to the manager in web quality. A privately published catalogue is the sole responsibility of the exhibitor and must be approved by the Inverell Art Gallery Manager before being published. The art gallery manager will supply IAG logos.

5 COMMISSION and PAYMENT

5.1 Commission taken by the Inverell Art Gallery for artworks sold is:

- Artwork sold non-members the commission rate is 33%
- Artwork sold members the commission rate is 28%
- Artwork sold working members the commission rate is 20%
- Membership Fees for displaying artists are currently \$35 per year.

5.2 Payment on artworks sold is paid monthly. Payments are made the 1st-2nd week of the new month (depending on public holidays). Remittance Advice on items sold is sent after the payment.

6 GST REQUIREMENTS see below for details

5.1 Statement by supplier

7 TERMINATIONS of AGREEMENT

6.1 By chance the Inverell Art Gallery finds any unlawful codes of conduct or infringements the Inverell Art Society may terminate this Agreement at any time. The Inverell Art Society and exhibitor is governed by Arts Law within Australia.

6.2 The Inverell Art Society will not be liable for any costs or damages arising from such cancellation, and the exhibitor agrees that no action will be taken against The Inverell Shire Council or The Inverell Art Society staff or volunteers because of such action.

6.3 The exhibitor upon signing the exhibition agreement constitutes unreserved acceptance by the exhibitor of all the terms and conditions set forth within the contract.

8 EXHIBITION DETAILS

Name of Exhibition: _____ Medium: _____

Exhibition Blurb: (Why When Who or What's it about) _____

Price of smallest artwork _____ Price of largest artwork _____

Number of Works (approx.) _____ Curation: YES/NO _____

Set up Date: _____ Date Opening exhibition: _____

Opening Event YES/NO: Catering Details: Charcuterie boards, details of food required: _____

Catering _____

Catalogues: _____

Approx No catering for: _____ Bar: Hour's (min 2hrs) _____

Advertising: Send printed media to Inverell Art Gallery PO Box 329 Inverell NSW 2360, social media please tag Facebook tag @inverellart Instagram tag @inverellartgallery

Exhibition Conclusion Date: _____ Date packing down: _____

Other information: _____

9 ARTIST DETAILS and CHECKLIST

Please include a CV, bio or artist statement for the gallery's purpose of letting others know of your amazing abilities. If it is your first exhibition, please let us know and we can help.

- o Advertising flyers for Print, and posts for social media. Advertising flyers usually have a main advertising image, Artist name, name of exhibition, dates exhibition opening and conclusion, and The Inverell Art Gallery, 5 Evans Street Inverell NSW 2360 info@inverellartgallery.com.au
www.inverellartgallery.com.au 6722 4983
- o Images of artworks. jpgs sent
- o Stock Sheet complete with prices, sizes, titles returned
- o Hiring of gallery and exhibition details form complete and returned, and deposit paid
- o Catering agreement completed and signed returned
- o CV, Bio or artist statement sent
- o Artist Banking details form completed and returned, so we can pay you
- o Statement by supplier (if needed)
- o Membership (not compulsory)
- o Send some images of your work and/or leave an artwork with the manager

Please sign the statement below and return this form to the Inverell Art Gallery. A deposit of \$100 must be paid when organizing with the manager to secure dates. The remaining balance must be paid 1 week before the exhibition opening.

I agree to comply with the conditions set down by the committee for the exhibit and sale of my items of Art in The Inverell Art Gallery.

SIGNED Date

Name (Print): Phone:

Address:

Email:

ABN & GST Registered:

PAYMENT DETAILS: Direct deposit, cash or eftpos

Inverell Art Society Inc

BSB: 082 649 Account No: 827 706 300

Please use your name and invoice number as a reference & email the receipt to:

info@inverellartgallery.com.au

www.inverellartgallery.com.au