



# ARTSHED

## AGREEMENT FOR EXHIBITION BOOKING



### The Central Australian Art Society Inc. (CAAS)

This form and the attached Terms & Conditions detail the Agreement between the Applicant/Exhibitor and the Central Australian Art Society Inc.

Member's Name (Applicant) \_\_\_\_\_

Exhibition Name \_\_\_\_\_

Contact Details:

Phone \_\_\_\_\_

Email \_\_\_\_\_

Street Address \_\_\_\_\_

Proposed Exhibition dates:

From: \_\_\_\_\_ Until: \_\_\_\_\_

Number of Days ArtShed Hire \_\_\_\_\_ (allow 2 extra days to cover Bump-In & Bump-Out)

#### **Fees:**

Fees are to be paid to CAAS immediately on approval of this application.

**Bond** (refundable under stated conditions) .... \$100.00

**Art Shed Hire** (member's rate per day) ..... \$30.00 **TOTAL: \$** \_\_\_\_\_

For return of Deposit plus transfer of sales proceeds please provide:

Applicant Bank details: **Account Name** \_\_\_\_\_

**BSB** \_\_\_\_\_ **Acc. No.:** \_\_\_\_\_

**I (the Applicant) have read and accept the Terms & Conditions set out in this document.**

Applicant's Signature: \_\_\_\_\_

DATE \_\_\_\_\_

Signed by CAAS President for the Central Australian Art Society:

DATE: \_\_\_\_\_

# Exhibition Terms and Conditions Central Australian Art Society

**CAAS reserves the right to terminate this agreement when compliance with any of these terms and conditions are not met.**

## Introduction

- The Applicant is encouraged to visit the ArtShed prior to submitting an Expression of Interest (EOI). Assistance and advice regarding exhibition design, ideas and development are available on request.
- Please note that during opening hours ArtShed Exhibitions must always have a sitter as approved by CAAS.

## Eligibility

- The Applicant must be a Member of Central Australian Art Society Inc.

## The Application

- An Expression of Interest (EOI) should be sent to the CAAS Committee for approval **eight weeks** before the proposed exhibition opening date, by email: [caas@iinet.net.au](mailto:caas@iinet.net.au)
- Include full name and contact details, your exhibition proposal and 3 or 4 images of your artworks.

## Fees and payments

- On approval of the EOI the Applicant signs the Agreement Form and submits it to the CAAS representative for signing.
- At the same time, a security Bond of \$100 is payable to CAAS.
- The fee for the ArtShed Hire is \$30 per day and is payable at the same time as the Bond. The total number of days must include 2 days to allow for Bump-In / Bump-Out.  
**Central Australian Art Society Inc. BSB: 633 000 Account: 201 306 206**
- The successful Applicant will be issued a key and access instructions on payment of fees.
- The Bond is refundable when the key has been returned and all requirements of these Terms and Conditions are satisfied as determined by the CAAS Representative.
- The Bond and the ArtShed Hire fees, will be refunded if the Applicant cancels the booked exhibition more than 14 days before the exhibition's scheduled opening. The Bond is forfeited if cancellation is within 14 days of the proposed opening.
- Additional exhibition expenses paid by CAAS will be deducted from the Bond. If the Bond amount is insufficient, the amounts will be deducted from the sale of Artworks or charged to the Applicant for payment within seven days.

## The Exhibition

The Applicant is responsible for costs such as:

- Insurance; packing, installation and transport of artworks to and from the gallery.
- Production and distribution of an invitation and catalogue; any signage, as well as publicity and advertising.
- Packaging/sending/collecting of sold artworks

## Provided by CAAS

- CAAS will showcase the exhibition on its website and distribute to CAAS Members by email and/or newsletter.

## The Exhibition (cont.)

Before exhibiting, arrange a time for guidance from CAAS Representative for:

- Hanging systems, plinths and directional lighting
- An exhibition trolley containing necessary exhibition materials and tools
- CAAS AV equipment
- Sales payment systems
- Cleaning equipment

## Exhibition Opening

- An Opening-event is usually held on Saturday or Sunday. If the Opening event is outside these hours, the Management Committee must be notified.
- Applicants may use the kitchen facilities (refrigerator, microwave, stove, crockery and cutlery), and tables and chairs.
- Food and refreshments are to be provided at the exhibitor's expense.

## Exhibition Operation and Access

- Exhibition open days are also usually Saturday or Sunday. For opening your exhibition outside these hours the Management Committee must be notified.
- On payment of the bond, the Applicant will be allocated a gallery/gate key to be signed for with the CAAS Treasurer. The key is not to be labelled by anyone in any way that identifies the location of the ArtShed.
- The key is not transferrable and is not to be copied or shared.
- The Applicant may not access any studio belonging to other members.
- The gallery/gate key must be returned to CAAS Treasurer at the completion of Bump-out.
- Applicants who fail to return the key will be liable for the replacement cost of the key and may be liable for the replacement of ALL the ArtShed locks.

## ArtShed and Exhibition Security

- The ArtShed, when open, must always be supervised by the Applicant or a person approved by CAAS.
- When leaving, the Art Shed must always be fully closed and secured. This includes deadlocking all locks and securing the front gate. It is advisable to re-check from the outside, that each of the access doors are in fact securely locked.
- Security lighting switches must be left on.
- All other services are to be turned off eg. Lights, fans, air-conditioning. Please refer to the "CAAS ArtShed Exhibitor CHECKLIST".

## Artwork Sales

- CAAS retains a 20% commission from all artwork sales.
- An ABN or a completed 'Statement of Supplier' form must be provided to CAAS prior to the exhibition opening.
- Works sold during the exhibition are to be purchased by direct deposit of the full purchase price to the **Central Australian Art Society Inc. BSB: 633 000 Account: 201 306 206** Please note cash sales and *PayID* are NOT permitted.

### Artwork Sales (cont.)

- Payment can also be made on-site by credit card using the CAAS 'Square' terminal, provided that the Applicant or their approved representative includes the Buyer's name into the *Notes* section of 'Square' at time of payment.
- The Applicant may decide to accept a deposit into CAAS Account to reserve the purchase of the artwork until the full amount is paid.
- Purchasers' names and contact details are to be recorded by the Applicant or Applicant's Representative, beside the title/number of the artwork sold. **A template is provided.**
- If needed, a receipt can be issued when payment is confirmed by the CAAS Treasurer.
- After exhibition closure a statement of total sales will be provided to the Applicant and the money owing will be transferred to the Applicant's bank account within 14 days.
- Sold works are to be picked up by the buyer or a buyer's representative during the Bump-out day/s. Costs for delivery of a purchased artwork are to be borne by the buyer.
- It is the responsibility of the Applicant to ensure that sold artworks are fully paid for and collected by or delivered to the buyer.
- All unsold works are to be removed by the Applicant as part of the Bump-Out process.
- CAAS reserves the right to dispose of any sold or unsold artworks if not removed by the end of Bump-Out day/s.

### Cleaning and Maintenance

- The Applicant is responsible for the clean and professional presentation of the ArtShed premises during the period of hire. This includes the kitchen and bathroom areas, including floors.
  - The Applicant is responsible for the repair of any damage to the Art Shed building, fittings/ fixtures and equipment during the rental period.
  - Wall surfaces are to be made good at the end of an exhibition including the correct wall paint. Please ask CAAS for guidance and refer to the "*CAAS ArtShed Exhibitor CHECKLIST*".
  - Exhibitor materials must all be removed from the gallery and any other surrounding spaces at the completion of Bump-Out. Any additional work that needs to be completed by CAAS will incur additional expense to the Applicant.
  - Upon exhibition closure and on completion of Bump-Out the ArtShed space must be cleaned, cleared and returned to the state as originally presented to the Applicant.
-