

Exhibition Terms and Conditions Central Australian Art Society

Introduction

- Exhibiting at the CAAS ArtShed enables a high degree of artistic control and freedom in the way your work is presented to the public. Whilst CAAS can offer assistance and advice, the artist has responsibility for organising publicity, hanging and installing work, sitting the exhibition, security, taking and recording sales, packing/sending sold work, dismantling, cleaning and repairs. Please read the details below thoroughly before submitting an Expression of Interest (EOI).
- If the Applicant is unfamiliar with the ArtShed they are encouraged to contact the Exhibitions Officer to arrange a visit to the ArtShed **before** submitting their EOI.

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 **Exhibitions Officer** for approval **eight weeks** before the proposed exhibition opening date, by email:
deb@larapintacreativecamps.com.au
- Include full name and contact details, your exhibition proposal and 3 or 4 images of your artworks, supplied as .pdf or .jpg files not exceeding 1.4mb each.
- Assistance and advice regarding exhibition design, ideas and development are available if required.
- On approval of the EOI the Applicant signs the *Agreement Form* (See page 5) and submits it to the Exhibition Officer for signing.

Fees and payments

- The fee for the ArtShed Hire is \$30 per day. The total number of days must include 2 days to allow for Bump-In / Bump-Out. A Security Bond of \$100 is payable at the same time as the Art Shed Hire Fee.
- To lock in your exhibition dates, payment for Fees needs to be made no later than 1 month preceding the exhibition, unless special provision for late payment is approved.
Central Australian Art Society Inc. BSB: 633 000 Account: 201 306 206
- The successful Applicant will be issued a key and access instructions, in the week preceding the exhibition on provision that fees have been paid. (*see Exhibition Operation and Access below*)
- The Bond is refundable when the key has been returned and all requirements of the 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:

- Sitting the Exhibition during the hours the ArtShed is open to the public, as arranged.
- If the Applicant themselves are unable to sit the exhibition they must arrange for a sitter approved by the Exhibition Officer or another CAAS Committee member.
- Costs of artwork insurance, packing, installation and transport of artworks to and from the ArtShed
- Production and distribution of publicity, including: Press Releases, Red Hot Arts submission, Advertising Posters, Flyers and Social Media.
- Providing an Invitation (digital format .jpg or .pdf) to attend Exhibition and/or Opening Event be sent out to CAAS members through the CAAS mailing list and Newsletter by CAAS representative. Email to caas@iinet.net.au
- A Catalogue of all works, numbered with all necessary information relating to the works, to be printed in sufficient numbers for opening event and duration of exhibition.
- Organizing an Opening event.
- Packaging/sending/collecting of sold artworks
- Making sure that the Gallery is left as described under ***Cleaning and Maintenance***.

Publicity provided by CAAS

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

Prior to Exhibition Opening

Before exhibiting, arrange a time for guidance from The Exhibition Officer or other CAAS representative for appropriate use of:

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

Exhibition Opening

- An Opening-event is usually held on Friday, Saturday or Sunday. If the Opening event is outside these hours, the Exhibition Officer must be notified at least 14 days in advance.
- 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.

Artwork Sales

- CAAS retains a 20% commission from all artwork sales.
- The Applicant's ABN or a completed 'Statement of Supplier' form must be provided to CAAS prior to the exhibition opening.

Artwork Sales (cont.)

- 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.
- Payment can also be made on-site by credit card using the CAAS 'Square' terminal, provided that the Applicant or their approved representative records the Buyer's name and contact details into the *CAAS Sales Sheet* at time of payment.
- The Applicant may decide to accept a deposit of not less than 40% into CAAS Account to reserve the purchase of the artwork until the full amount is paid.
- Purchasers' names, contact details and amount paid are to be recorded by the Applicant or Applicant's Representative, beside the title/number of the artwork sold. **An Artwork Sales List template is provided.**
- If necessary, 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.

Exhibition Operation and Access

- Exhibition open days are usually Saturday or Sunday. For opening your exhibition outside these hours the Exhibition Officer must be notified at the time of Application.
- In the week preceding the exhibition and provided payment of the bond has been received by the Treasurer, 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 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 the Exhibition Officer or another member of the CAAS committee.
- 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.

ArtShed and Exhibition Security (Cont.)

- All other services are to be turned off eg. Lights, fans, air-conditioning. Please refer to the **"CAAS ArtShed Exhibitor CHECKLIST"**.

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.
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Next page: The Agreement Form

*To be completed after approval of your proposed exhibition by the Exhibitions Officer:
Deb Clarke, deb@larapintacreativecamps.com.au*

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



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: Are to be paid to CAAS on approval of this application and within 4 weeks of the start date of proposed Exhibition.

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 Exhibitions Officer for the Central Australian Art Society:

DATE: _____