



**TABLELANDS
ARTISTS
COOPERATIVE
GALLERY
LIMITED INC**

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Agreement for Guest Artist exhibitions at the Tablelands Arts Co-operative Gallery Limited

This agreement is between Tableland Arts Co-operative (Gallery), and

Name.....
Name.....
Name.....

To host an exhibition at the Gallery, 80 George Street, Bathurst,

Titled

Date Opening:.....

Conclusion Date:.....

The artwork to be exhibited is detailed in the stock sheets.

The Gallery commits to:

- Staffing of the Gallery during opening hours.
- Marketing, which includes:
 - Media release and publicity opportunities.
 - Design and printing of exhibition invitations.
- Provide assistance with exhibition design and installation.
- Provide a variety of plinths for display purposes, and the gallery track hanging system.
- Provide gallery opening catering and bar facilities
- Handle and record sales and run sheet, and provide EFTPOS facilities.
- Provide invitations and PDF to the Artist to send to their mailing list.

The Artists commit to:

- Payment of Gallery fee as per Info pack and bar charge prior to Exhibition.
- Payment of Gallery Commission on settlement after exhibition, currently 25%.
- Provide the Gallery with a short biographical statement, artist's statement and information for the exhibition.
- Provide permission for Gallery use of images for promotional purposes.
- Provide images for promotional purposes, including portraits of the artist(s).
- Delivery and collection of artworks to and from the Gallery. Transport and insurance costs are to be met by the artist(s). The Gallery can accept no responsibility for loss or damage or breakage during set up, take down or during the exhibition. Artists should have their own insurance to cover these circumstances.

Ownership of Work.

The work to be exhibited remains the property of the Artist until sale to a buyer. Copyright will remain with the artist(s)

Method of payment.

Payment of proceeds of sales (less Commission) will be made by direct deposit. Payment will accompany the Statement of Account, within 30 days of the Exhibition conclusion.

Statement of account.

The Gallery will provide the artists(s) with statements of sale, stating title of work, date of sale. This will be provided within 30 days of exhibition conclusion, not including Layby sales.

Layby Sales

This is an effective way to sell artwork, and our terms are 28 days to finalise the sale.

Artwork is stored at the Gallery until the completion of the layby.

Payment for Layby work will accompany an additional statement of account and payment within 60 days of exhibition.

Critical dates for this exhibition are. These are:

- 3 months before agreed Opening: Agreement to be signed by all parties and the deposit paid. Date:_____
- 6 weeks before Opening: All images and media material finalized. Provision of Artist Statement and bio. Social media campaign starts¹. Date:_____
- 4 weeks before: Invites proofed and printed. Date:_____
- 2 weeks before Opening: Press release. Date:_____
- 1 week before Opening: Meeting, provision of final stock sheet to print labels.
- Delivery of work and set up. Date:_____

Any modifications to this agreement are to be in writing and signed by both parties.

Signatures

Gallery Representative_____

Artist(s)_____

¹ Version 2 May 2018, 2 pages