

WALKWAY GALLERY

EXHIBITOR AGREEMENT

Tatura Community House Inc. thanks you for exhibiting in the Walkway Gallery.

Exhibitor Details:

First Name: _____ Last Name: _____

Phone Number: _____ Email: _____

Address: _____

Exhibition Details:

Name of Exhibition: _____

Opening Date: _____ Closing Date: _____

Delivery date for ALL artworks: _____

Holding your exhibition in our gallery incurs a one-off cost of \$50.00 (20% commission is also charged on all sales). Payment is required before exhibition opening. Payment can be made by EFT, Card or Cash.

Tatura Community House Bank Details:

Account Name: Tatura Community House Inc.
BSB: 063 547 Account Number: 009 006 98

General Conditions

All art works must be ready for hanging (if applicable) with D hooks or wire on the back of the work as well as a label on the back with artist's name, phone number, title of work & selling price. A Microsoft Word template will be provided for this, or is available from our website:

www.tatcom.vic.edu.au/gallery

For the front of each work, we require the exhibitor to provide individual labels for each work that include title of work, medium, selling price (keeping in mind 20% commission will come out of this price). We will provide a Microsoft Word template for you to complete this.

Tatura Community House is a Child Safe organisation and as such all works must be appropriate for all audiences. Tatura Community House reserves the right to exclude any works that it deems to be inappropriate or offensive.

Artwork Sales

For art works sold during this exhibition, Tatura Community House will keep a spreadsheet of sales and proceeds will be paid to the exhibitor at the end of your exhibition. Tatura Community House will take 20% commission for each work sold.

Exhibitor Bank Details

Account Name: _____

BSB: _____ Account: _____

Promotion & Photographic Consent

I give permissions for Tatura Community House to photograph myself and my work to use for promotion and documentation. Any promotional materials that are produced by the exhibitor needs to include the Tatura Community House logo.

Yes: No:

Signature _____

Opening Event

If you require an opening event, (very often a good opportunity for sales) please advise us. All food and drinks are at exhibitor's expense. Please note that the Community House does not have a liquor license and service of alcohol is not permitted. All food needs to either be prepared on site or provided by a registered external catering company. The Community House is to be left clean and tidy. Any dishes cutlery and other items must be cleaned and put away the day of the event.

I will be having an Opening Event? Yes: No:

Opening Event Date: _____ Time: _____

Opening Hours

The Tatura Community House is open from 9am to 3pm Monday to Friday, opening for any additional hours is the responsibility of the exhibitor. The exhibitor or a representative of the exhibitor must be present on site at any time that the gallery is open outside the normal Community House opening hours.

I will be opening outside of normal Community House hours: Yes: No:

I agree to ensure that there is always myself or a representative present on site if the gallery is open outside of standard operating hours. Yes: No:

Exhibitor Initials _____

Liability

Tatura Community House will care for the artworks to the best of its ability, but is unable to accept responsibility for any loss, theft, or damage. Please remember that Tatura Community House is a public space. Artist insurance is highly recommended but not a requirement for exhibition.

I agree that loss, damage, or theft is entirely my responsibility and risk. I also acknowledge that I am responsible for insurance of any works exhibited.

Yes: No:

Exhibitor Initials _____

Copyright

I agree that I am the copyright holder or have usage rights to all works submitted for exhibition.

Yes: No:

Exhibitor Initials _____

Exhibitor Acknowledgement and Acceptance

I _____ agree to all the above Walkway Gallery Exhibition terms and conditions and acknowledge that Tatura Community House Inc is not responsible for any damage, loss or theft of any works submitted.

Exhibitor Signature _____

TCH Signature _____

Date _____

Date _____

Check List

- | | |
|--|---|
| <input type="checkbox"/> Completed paperwork | <input type="checkbox"/> Payment Received |
| <input type="checkbox"/> Artwork labels provided | <input type="checkbox"/> Site induction (if operating outside standard hours) |
| <input type="checkbox"/> Commission paid | <input type="checkbox"/> Artworks returned |