

OUTBACK

ARTS

# EXHIBITION AGREEMENT

## OUTBACK ARTS GALLERY



## Submissions

Applications are being sought from local & regional artists wishing to exhibit in the Outback Arts Gallery in Coonamble, NSW. This art space allows local and regional artists to exhibit in a high-profile exhibition space.

Artists are invited to submit a proposal that outlines their exhibition including ideas, concepts or bodies of work. Images of work must be provided to support the proposal. It is preferred that the exhibition contain at least 20% new work.

An assessment panel assesses applications made up of the Outback Arts Executive Director, the Outback Arts Chair and one independent arts community member.

The Outback Arts region includes Bourke, Brewarrina, Bogan, Cobar, Coonamble, Warren and Walgett Shires.

## The Creative Arts Centre

The newly renovated Creative Arts Centre was officially opened on 12th October 2019. It provides our region with a versatile space for creative and cultural development.

Throughout the year the Outback Arts Galleries feature a variety of exhibitions, specialising in artwork from across Far Western NSW which crosses a broad range of media and art styles. The gallery space is devoted to exhibitions for solo, group and travelling shows.

The Creative Arts Centre is home to the Outback Arts regional office which is the local Regional Arts Development Organisation for the region. Outback Arts receives core funding support from Create NSW, the seven supporting areas of local government and external project partners, to deliver a diverse, creative and engaging program of activity across the region.

# Frequently asked questions

**When do I install my show?** There is a week between exhibitions known as the Install period - five (5) days Monday to Friday inclusive. The exhibition space will be accessible to the exhibitors.

**Is the lighting on a track system?** Yes.

**Will my works be safe in the Outback Arts Gallery?** Outback Arts will take all care possible but take no responsibility for any damage that may occur while artworks are on display. The gallery has an electronic security system that is armed while the Centre is closed. This includes glass alarms. The back door and front doors are securely locked while the office is closed. Artworks will only be displayed in public areas that are frequented.

**Am I required to hang my own work?** Yes in collaboration with Outback Arts Curator or Center Staff.

**What installation systems will be available?** Works will hang from a tracking system. Installation requirements will be assessed on a case-by-case basis.

**If I have a disability and am unable to hang my artwork will assistance be provided?** Yes. Outback Arts staff will be happy to negotiate with you regarding the installation of your work.

**What day can I deliver?** Monday to Friday during business hours of installation week.

**Why can't I install my work on a weekend?** Outback Arts' operation hours are Monday to Friday 9 am-4 pm.

**Who covers the cost of insurance and transport of artworks?** This is the responsibility of the Exhibitor.

**Who pays for the delivery of artworks sold?** This cost is passed on to the purchasing customer.

**Is there storage space for my works?** Storage space is available ONLY during installation week. Any extended storage will incur fees

**What is the size of the loading dock as I will be hiring a truck to transport my works?** There is no loading dock and artworks need to be of the size that the pieces will fit through a standard 2-door doorway. There is flat, front and rear access to the building.

**What tools and materials for the exhibition space are provided by the Gallery and what am I expected to supply?** There are no tools provided by Outback Arts Inc however plinths are available for sculptural pieces. Hooks and cables are included in the existing hanging system.

## Installation / de-installation

Exhibitors are responsible for the installation and de-installation of their exhibition in collaboration with Outback Arts Staff.

1. Exhibitions are displayed for no less than two (2) weeks.
2. Exhibitions will be open to the public Monday to Friday during business hours unless alternative arrangements are made.
3. De/Installation must occur no later than 5pm on the specified exhibition end date unless other arrangements have been made with Outback Arts.
4. The Exhibitor must ensure that artworks are appropriate for public viewing.
5. Exhibited works must be labeled on the back with name, title, medium and price. Outback Arts Inc staff will assist the exhibitor with the labeling.
6. All works included in the exhibition prior to public viewing must not leave the exhibition space until the completion of the exhibition unless special arrangements have been made Outback Arts Management.
7. Works must be collected no later than one week after the exhibition finishes.
8. A storage fee will be incurred if works are not collected within the agreed timeframe unless prior arrangements have been made with Outback Arts staff.

## Exhibition promotion

Exhibitions will be promoted through the following means:

9. Outback Arts E-Bulletin Newsletter, Outback Arts websites, Outback Arts media releases. Online flyers – available you the artist/s to send if requested
10. All associated marketing material and graphic design will be provided/created by Outback Arts with input from exhibiting artists, to ensure brand guidelines are met. Artists may provide their own material but only after receiving prior approval. Under these circumstances, they must include all sponsor logos and Outback Arts logos.
11. Should the exhibitor wish to have professionally printed material, all associated costs will be covered by the exhibitor.

## Expenses

12. The artist will be responsible for the following costs: postage of the invitations and material, installation requirements specific to the venue, costs associated with the opening event including refreshments.
13. The gallery will be responsible for the following costs: local publicity, promotion and advertising, limited printing of marketing material. However, excessive amounts may require payment from the artist which is at the ed's discretion, exhibition catalogue. A 22% commission will be taken by outback arts for works sold to offset administrative and gallery costs.
14. Exhibitors may choose to sell their work. Prices to be supplied to outback arts inc
15. No rent will be payable for use of the exhibition space.

# exhibition agreement

## Artspace

16. Outback arts inc will distribute press releases relating to the exhibition. Exhibitor/s are required to provide information for promotional purposes, in consultation with the partners.
17. Exhibitor/s must supply information for layout. This should include artist statement, short cv and digital images of works included in the exhibition, which will also be used for publicity purposes.
18. The artist must provide a list of all artworks, sizes, names and prices prior to the exhibition being hung.

## Copyright and licensing

19. In coordination with outback arts staff a list of images, digital files of those images and their approved credit lines will be forwarded by the artist/s to the gallery for press and publicity purposes prior to the opening of the exhibition.
20. The gallery warrants that it has obtained from the owners permission to use images of copyright of the works to reproduce the works in print and digital format and to communicate the works to the public for the following purposes only: invitations, publicity and critical reviews pertaining to the exhibition and tour including online media; the creation or distribution of an exhibition catalogue.

### Sales

21. Exhibitor's personal details will be provided to parties interested in purchasing works and in signing this form the Exhibitor agrees to this. If you do not wish to have your details distributed, please contact the Outback Arts.
22. The artists provides appropriate taxation details for payment of sales. The artist understands that it is their responsibility to determine their taxation status through an authorized accountant in relation to income arising from sales of artworks
23. The artist will provide an appropriate ABN.
24. The artists must provide if they are registered for GST in relation to their arts practice.
25. The artist will provide their personal details including banking and postal for payment for artworks. All information provided will remain confidential and is for administration purposes only.
26. The gallery agrees that upon sale of the work the artist will receive payment within 30 days to the provided details by the artist.

## Associated exhibition information

27. No works sold within the exhibition must leave the exhibition space prior to the completion of the exhibition unless approved by outback arts.

## **Official opening**

28. Official openings can be pre-arranged with outback arts staff however opening times depend solely on the availability of outback arts staff at the time of the event. All costs of an opening will be covered by the exhibitor.

## **Insurance**

29. Insurance of artworks in transit to and from the gallery and while on display is the responsibility of the exhibitor. As previously mentioned outback arts inc will take all care and no responsibility for any damage that may occur to art work while on display.

## **Cancellation**

30. Due to booking requirements the artist/s agree that cancellations or edited dates must notify the gallery 3 weeks prior. The artist understands that any cancellations or date changes may infringe on subsequent exhibitions and as such time available for exhibitions may be minimised.

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## Artist details

Name

Address

Phone Number

Email

## Financial details

ABN - if you don't have one please complete Statement by Supplier form

Are you register for GST?

## Direct deposit details

Account name

BSB

Account number

***I acknowledge that I have read and understand the terms and conditions laid out in this document.***

Signature

Date













## Contact us

Website: [outbackarts.com.au](http://outbackarts.com.au)

Email: [admin@outbackarts.com.au](mailto:admin@outbackarts.com.au)

Phone: 6822 2484