

## GALLERY AGREEMENT & TERMS

*If you are exhibiting by invitation, the applicable items are indicated by \**

### DATES AND TIMES

\* Delivery of Exhibits: Saturday or Sunday.....

### INSTALLATION

Sunday or Monday .....

- All works are required for the duration of the exhibition unless previously arranged with the coordinator\*
- All unsold work must be collected / removed by the exhibitor on Saturday or Sunday following the close of the Exhibition. Artworks uncollected for 3 months after pick up date become the property of BSA\*
- All sold works will be paid by direct debit to the artist within two weeks of exhibition closure. (GST Number must be supplied if registered, or payment will be delayed) \*

### GALLERY MINDING

- Exhibitors may be required to assist with minding the gallery during the exhibition, please contact the gallery to organise your hours. This is particularly important if your show is scheduled within school holidays when the school is on break and the office is unmanned.

### INSURANCE \*

- Whilst we will handle your work with the utmost care and respect, we are not held liable for any damages that occur on the BSA premises. You are responsible for your own personal insurance cover for the duration that work resides with us.

### WE PROVIDE \*

- Media Releases at the discretion of the gallery
- Listing on the Browne School of Art website
- Browne School of Art Mail out to subscribers [currently around 1500]
- Event listed on FaceBook, Instagram and The Big Idea
- Catalogue photocopying
- Advice and practical help in the installation of exhibits
- Non-alcoholic refreshments for opening night
- 1 case of wine - 6 Red / 6 White from our sponsors, Manifesto Wine Co.
- Wine Glasses

### YOU ARE RESPONSIBLE FOR

- Any additional wine & beer for opening night
- Catering (if any)
- Your own publicity (in addition to BSA) \*
- Your own personal insurance cover for your work \*
- Return freight costs \*
- Post opening cleanup of the gallery and glasses
- Post exhibition wall and gallery re-instatement and painting in preparation for the following exhibition
- Gallery minding / negotiable

**PLEASE NOTE**

- The Gallery Coordinator will make all final decisions with regard to display of work submitted \*
- The Gallery Coordinator will make the final decision regarding any design of publicity and invitations \*

**GALLERY FEE**

- \$400.00 +GST per week with an exhibition of 3 weeks duration. In some circumstances we may be able to negotiate a shorter period, dependent on schedules and time frames already confirmed. There will be a non-refundable deposit of \$100 to be paid upon signing of the contract if your proposal is accepted
- Full payment is required 8 weeks prior to opening of exhibition and is non-refundable after this date unless a replacement can be found
- For curated exhibitions by invitation, there is no cost to the artist except return freight costs which are solely the artists responsibility \*

**COMMISSION**

- **BSA Gallery** charges 25% commission on all work sold, plus GST of 15% on this commission, when artists are registered for GST \*
- **GST Registered Artists** are responsible for GST on their sales and must provide a GST registration number \*

**PUBLICITY**

*To assist with publicity, please provide the gallery with the following:*

- 2 or 3 high-resolution colour digital images of your artwork. These may be images selected from your application, or sent as a separate email, or provided on a USB \*
- A short bio' and statement about the work exhibited \*
- Permission to use these images \*

**SPECIAL CONDITIONS**

Any variance of, or additions to, this agreement have been negotiated with the gallery coordinator and these details are listed below:

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**SIGNED**

Principle Exhibitor \_\_\_\_\_

Gallery Coordinators Kathryn Stevens or Matthew Browne

Date \_\_\_\_\_