



EXHIBITION AGREEMENT TERMS & CONDITIONS

The terms and conditions for this exhibition are as follows:

1. To secure your exhibition dates, payment either in full or of a non-refundable deposit of 50% of your total fee, is required with submission of Contract Form A. If deposit is selected, balance of payment in full is due 4 weeks prior to the opening date of the exhibition.
2. *A 20% commission will be charged on all works sold.* Commission must be included in exhibited prices. All payments from sales will be paid by cheque within 14 days after completion of the exhibition.
3. Any publicity material that you are supplying (i.e. artwork/flyer in jpg format and printed flyers/invitations) is required 8 weeks prior to exhibition to allow for advertising times.

The exhibitor must supply the gallery with a master sale sheet, listing all works for the exhibition, two weeks prior to the opening date to allow time for foam core labels to be printed. The master sale sheet is to list the title of each piece, medium used and sale price – note this master sales sheet template will be supplied by the Gallery.

Only works listed on master sale sheet will be exhibited. Any sold pieces that have been taken by the purchaser prior to the close of exhibition, can be replaced by the same artist. Any replacement pieces must be on the master sales sheet prior to the exhibition opening.

4. Insurance the gallery will take all due care with artists' work while in the gallery, however we do not accept responsibility for damaged or stolen goods. Insurance for theft, fire or other risk is the exhibitor's responsibility. See Waiver on Form A.
5. Set-up day/time for exhibition is Wednesday morning – 9am. Gallery members will be present to offer assistance and oversee the hanging of works. YCHG Committee reserves the right to withhold works from display and to determine the best layout of the exhibition. Dismantling of exhibition will take place Tuesdays from 3pm.
6. All Gallery fittings and fixtures must be left in good condition at completion of exhibition and any damage to fittings and fixtures made good.
7. The Committee will not be responsible for any work not collected at the conclusion of the exhibition.
8. The YCHG Committee reserves the right for any work displayed to be reproduced by newspaper, television, internet and electronic media for advertising the exhibition.
9. Length of Exhibition YCHG Committee will hang an exhibition for a maximum of four weeks. Shorter periods can be negotiated however priority is given to those scheduled for four weeks.



EXHIBITION AGREEMENT TERMS & CONDITIONS continued

EXHIBITING AT THE YARRAM COURTHOUSE GALLERY

The Courthouse Gallery Committee is keen to ensure all exhibitions are professionally run and presented to the community as effectively as possible. Artist/s are to discuss with the of their exhibition co-ordinator the number of items/works that will be required for the exhibition

It is an expectation that exhibitors will hold an opening function to help publicise their exhibition. The Committee is open to suggestions with regards to what type of opening function is to be held. As the Gallery is run by volunteers we are keen to assist, but wish all artists to be fully involved in their opening function.

It is an expectation that the integrity of the exhibition shall remain until the end of the exhibiting period. The only exception to this is when pieces of artwork are sold during the course of the exhibition to the travelling public (i.e. not from the local area). In this circumstance, the purchaser may remove the piece of artwork on the day of the sale if the exhibiting artist agrees with this. If the exhibiting artist wishes to keep the integrity of their exhibition until the closing date, the exhibiting artist may make other arrangements with the purchaser for delivery of the work at the end of the exhibiting period at their own expense. It is expected that replacement works be available should pieces sell & be taken during the exhibition period. These replacement pieces must be listed on the master sales sheet prior to the exhibition opening.

LOCAL PUBLICITY

The Courthouse Gallery Committee will publicise exhibitions and opening events to gallery members and the public depending on which Option you have selected.

INSURANCE

Artists must provide proof of insurance for their works or sign a waiver noting that the YCHG will not be held liable for any stolen or damaged works.

SETTING UP AND DISMANTLING OF EXHIBITIONS

The Gallery will be open from 9.00 am on Wednesdays for setting up an exhibition. Gallery Committee members will be available to assist between 9 am and 2 pm on set up day.

The Gallery will be open from 3:00 pm on Tuesdays for dismantling of the exhibition and will have Gallery members available to assist with this.

We encourage artists to contact us with any queries.