



EXHIBITION CONTRACT FORM A

Signed copy of this page to be returned to Exhibitor

TITLE OF EXHIBITION:

EXHIBITION DATES FROM TO

HANGING: Wed/...../..... DISMANTLING: Tues...../...../.....

OPENING EVENT DATE/...../..... and time

EXHIBITOR / ARTIST'S NAME

ADDRESS

..... POST CODE

EMAIL ADDRESS

PHONE MOBILE

EXHIBITION TYPE:

Exhibition Integrity – all artwork to remain until end of exhibiting period. Artist agrees to arrange for delivery of any sold works to travelling public at own expense

OR

Cash and Carry – travelling public may remove artwork on day of purchase. Extra artwork to be used as replacement for sold pieces must be supplied. Artwork to be stored in Gallery storeroom. *Replacement artwork must also be listed on the catalogue and sales sheet.*

I am a professional artist. My ABN is
YES / NO (Please circle) I am registered for GST with the ATO (Aust Tax Office)

I am a hobby artist under ATO guidelines and I am not quoting an ABN.

ARTIST WAIVER AGREEMENT

I agree to the conditions stated in the Agreement to Exhibit Terms and Conditions documents for exhibiting my/our artwork/s at the Courthouse Gallery Inc.

I acknowledge that whilst the Courthouse Gallery Inc will take all due care with my work while in the Gallery, the Gallery Committee cannot accept responsibility for damaged or stolen goods. Insurance for theft, fire or any other risk is the responsibility of the exhibiting artist/s.

EXHIBITOR / ARTIST SIGNATURE DATE

SIGNATURE OF MEMBER OF YARRAM COURTHOUSE GALLERY INC COMMITTEE MEMBER

NAME COMMITTEE POSITION

SIGNATURE DATE

NOTE: If due to unforeseen circumstances an artist is unable to fulfil this Agreement, and if payment has been made in full, a refund will be made (minus an administration charge) at the discretion of the Committee.



EXHIBITION CONTRACT

ARTIST CHECKLIST (Artist to Keep)

- Return completed 'Agreement to Exhibit' Form A to Committee
- Return completed 'Payment' Form with 50% deposit to secure exhibition dates
- Confirmation from Committee received
- Committee liaison person contact details received -

Name: _____

Email: _____

Telephone: _____

8 Weeks Prior to exhibition:

- Supply gallery with photograph/s that you would like included on invitations, posters, Facebook, Instagram, Website and for all other advertising purposes.

4 Weeks Prior to exhibition:

- Pay the balance owing for the hire of the exhibition space

2 Weeks Prior to exhibition:

- Complete the master sales sheet listing all works that will be included in the exhibition.
Only the listed works on this sheet will be hung – any replacement pieces must also be noted on the master sales sheet and numbered individually. If you have greeting cards of your work to sell, these must also be included on the sales sheet.
- Ensure all 'hanging' pieces are appropriately presented with 'D' hooks or triangle hooks and wires for ease of hanging.
- Ensure each piece of work is appropriately labelled on the rear of the artwork for ease of identification when hanging and labelling.

Setup Date and Time: _____

Dismantling Date and Time: _____