

# THE REFINERY ARTSPACE [RAS]

## EXHIBITING ARTISTS AGREEMENT



### Terms and Conditions

#### 1. General

##### Refinery ArtSpace

Following objectives are included in the gallery hire fee as required and agreed between RAS and the artist[s]:

- \* planning, curatorial and some technical support [as described in a]
- \* promotional support
- \* the use of a variety of plinths
- \* approximately 50 stackable chairs
- \* wine and juice glasses, jugs, etc.
- \* a variety of tools, ladders, fittings, etc.
- \* power charges
- \* sales of work if applicable
- \* free parking with wheelchair access
- \* staffed reception area (Mon-Fri 10am – 5pm and Saturday 11am – 2pm)
- \* sound system
- \* stage lights
- \* eftpos
- \* projector [\$50.- incl. GST per duration of exhibition]

#### 2. Terms and Conditions

a] Transportation, installation, presentation, display

- **Freight costs** to and from RAS, providing return courier tickets & re-usable packaging are the responsibility of the artist[s].
- **Insurance** of work is the responsibility of the artist[s] – during transit and whilst displayed at RAS. RAS has a public liability insurance.
- RAS reserves the right to **reject work** where work presented for the exhibition differs vastly to the proposal of the artist and does not fulfill criteria of the original assessment of the artists proposal by the RAS committee. Note that cancellation terms will apply in such a case [see d].

- RAS further **reserves the right in aspects of curatorial/exhibition layout**, However this will be discussed with artist[s] prior to set up date/time, which usually commences Sunday 11am onwards and Monday if necessary.
- RAS also reserves the right to **refuse the hanging** of, or remove already hung work, that it deems may be offensive to the public or any particular sector of the community.
- RAS will ensure that **staff are available** at the agreed set up time. For health and safety purposes only RAS staff and/or technicians are to relocate the movable display units in Gallery 2 and must supervise or have an agreement with artist[s] using their own tools, ladders.
- **Both parties** have a joint responsibility to ensure that items are securely displayed in a manner, which meets health and safety requirements and any appropriate cultural considerations.
- RAS may **consider installing and/or de-installing** work on behalf of the artist[s] – however, if this exceeds a total of 4hrs a technical assistant fee of \$31.- including GST per hour will apply and invoiced to the artist[s].
- It is the artist[s] responsibility to **ensure making any special requirements** are discussed prior to install, per email to [refinerysrtspace@gmail.com](mailto:refinerysrtspace@gmail.com) to confer with our technical assistant in a timely manner.

b] Promotion, opening function, sales of work

- **For promoting** through RAS, the artist[s] shall provide the following latest two weeks prior to the agreed opening date – however RAS will send a checklist to the artist[s] approx. 3 weeks prior to the exhibition:
  - 1] Bio/CV, max. 1 A4 page
  - 2] Artist Statement max. 500 words
  - 3] 1 square image [representing the proposed work], jpeg, resolution 85 for online use
  - 4] promotional poster for door, best in A3, printing/costs stay with the artist[s] – content need to be approved by RAS for correct referencing of RAS details.
  - 5] Wall statement – one page only, can be same as artist[s] statement – best A3, printing/costs stay with artist[s] – if A4 RAS can assist with printing with no costs involved.
- **RAS will promote** the exhibition, artist[s] via diverse online opportunities.
- **The artist[s]** may promote the exhibition through their own [social] media channels without RAS content approval.

- **Opening event** or similar is at the costs of the artist[s], however RAS can provide glasses for refreshments and set up for such an event. Date and time shall be confirmed with artist[s] – however usually opening are held Monday's 5:30 pm.
- In case **work is for sale**, the artist[s] shall provide labels or any other form which indicates titles and sale prices and a list of all works for sale. Preferred document is in word format to enable RAS to adjust to their own needs and design.
- Commission on work sold is 10% + GST. Payment to artist[s] will be paid via online bank transfer and shall commence latest 20<sup>th</sup> of the month following the end of exhibition. Artist[s] shall email bank account details on request.
- RAS will **not disclose** artist[s] details unless agreed otherwise. RAS reserves the right to not disclose private details of purchaser nor subscribers to the email list.

#### c] Copyright and Amendments

- The artist[s] agrees that work may be photographed by RAS and/or the media for promotional purposes of the exhibition and/or gallery. Wherever it has control RAS shall ensure that the artist[s] is credited correctly.
- Any **amendments** to these terms and condition will need written confirmation between the artist[s] and RAS.

#### d] Cancellation

- In case of cancellation less than 3 weeks prior to allocated exhibition dates, the deposit is not refundable.
- More than 3 weeks prior an administration fee of \$80.- [including GST] will occur and deducted from deposit made. Reimbursement of remaining deposit to artist[s] will be made latest 20<sup>th</sup> of the following month of cancellation. RAS will request bank account details, if not already available.