

Gallery Exhibition Terms & Conditions

Exhibitions are to run for a minimum of 14 consecutive days, and open to visitors from 9am to 5pm daily.

Not all artworks on display need to be available for sale. Any artworks not for sale please list as *NFS* under the retail sale price.

Unless otherwise arranged with Albany's Historic Whaling Station (AHWS), all artworks (including sold artworks) are not to be removed from the exhibition until after the close of the exhibition. The purchaser can take any smaller additional artwork items (e.g. unmounted prints, cards etc.) available for sale during the exhibition on the day.

All exhibition sales are processed through the AHWS Gift Shop and are managed by the AHWS Retail Team. No sales are to be made to, or taken directly by, the exhibiting artist/s.

Commission Fee

All artworks and additional artwork items sold during the exhibition will attract a 25% commission fee.

The commission fee will be deducted from the artwork retail sale price, e.g. If your artwork is listed with a \$100 retail sale price, when sold the commission fee taken by AHWS on this artwork will be \$25, and the amount you will be paid for this artwork at the conclusion of the exhibition will be \$75. All amounts listed are inclusive of GST.

At the conclusion of the exhibition, AHWS Retail Manager will compile the artwork sales and create a recipient created invoice on behalf of the artist/s. AHWS will advise artist/s via email of the exhibition's total sales, commission fee taken and payment due to artist/s.

Payment is processed to the artist/s nominated bank account within 30 days from exhibition close.

Packaging and freight is available at the artwork purchaser's cost. AHWS will provide the potential purchaser with a quote for freight at the time of sale if requested.

Documents

All artists with artworks for sale in the exhibition must provide AHWS the following documents 4 weeks prior to the exhibition opening:

- Exhibition Release of Liability (AHWS will provide this form to the artist/s)
- Supplier Bank Details (AHWS will provide this form to the artist/s)
- [Statement by a supplier](#) (if you do not have an ABN)

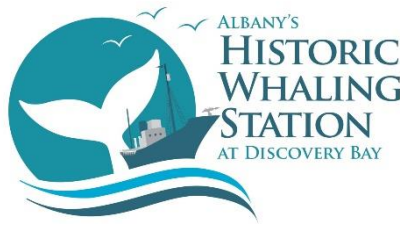
All artist/s must supply AHWS with a complete list of works for sale a minimum of 7 days prior to the exhibition opening. This list must be in Word or Excel format and include the following details for each artwork:

- Unique ID code
- Title of artwork
- Size and medium (if relevant)
- Retail sale price (taking the commission fee into consideration)

Artwork Labels

Labeling of artworks is the responsibility of the artist/s. Each artwork on display must have a corresponding label listing the following details as shown below.

Artwork Title
Size and medium
\$ Retail sale price
Artwork unique ID code



Gallery Exhibition Terms & Conditions

Promotion

The exhibiting artist/s grants AHWS a non-exclusive license to reproduce the works in material form, to photograph, publish and or communicate to the public for the purpose of marketing, publicity, education and publication uses, in all media, including but not limited to electronic/digital, broadcasting and print media perpetuity.

AHWS will advertise the exhibition via the AHWS website (discoverybay.com.au), social media networks and email newsletter.

In order to promote the exhibition, the artist/s is to provide AHWS with the following information 6 weeks prior to the exhibition opening, unless otherwise arranged with AHWS:

1. Exhibition title and tagline
2. Names of all artists involved
3. Approx. 100 word promotional paragraph describing the exhibition, artist and/or group.
4. Promotional image (300dpi JPEG)

Unless otherwise arranged with AHWS, design of the exhibition flyer is the responsibility of the exhibiting artist/s, and will need to include the AHWS logo and be approved by AHWS prior to printing and distribution.

Any promotion of the exhibition undertaken by the artist/s must acknowledge AHWS as the venue and include tags to AHWS on social media.

Exhibition Set-up & Pack-down

The exhibiting artist/s are responsible for the set-up and pack-down of the exhibition. Dates for this to be coordinated with AHWS and must be within AHWS opening hours of 9am to 5pm.

AHWS exhibition railing system is available for mounting of artworks, with no modifications to the gallery walls allowed (e.g. no nails or screws). The railing system has a total of 80 perlon droppers (2m drop, 20kg max) and 120 ratchet hooks available for use. Additional drops and hooks are the responsibility of the exhibiting artist/s and can be purchase from Gallery 500.

The exhibiting artist/s are liable for any damage sustained to the gallery during set-up/pack-down, and during changes to the exhibition that they make during the exhibition period.

All painted artworks need to be dry prior to installation.

All 3D artworks must be structurally sound and not cause a hazard for the visiting public.

Any artworks deemed by AHWS to be offensive, disrespectful, malicious in content, or unsafe for the visiting public will not be ineligible for display.

Exhibition signage and artwork labels are to be printed on clear removable stickers or mounted using blu-tac. All blue-tac is to be removed and walls cleaned at the conclusion of the exhibition.

Opening Event

Opening event (if desired) is to occur within AHWS opening hours of 9am to 5pm, unless otherwise arranged with AHWS. Date, start time and duration to be coordinated with and approved by AHWS.

Creation and distribution of opening event invitations is the responsibility of the exhibiting artists/s. AHWS reserves the right to promote and/or invite personnel and other stakeholders to the opening event.

All opening event costs, equipment and supplies, and catering are the responsibility of the exhibiting artist/s.

The exhibiting artist/s are to organise all aspects of opening event set-up and pack-down.

The exhibiting artist/s is to ensure the person/s serving alcoholic beverages during the opening event has Responsible Service of Alcohol (RSA) training.