

Exhibition terms:

Coorong District Council agrees to:

- Design, print and administer mail out to Gallery subscribers and provide the artist hardcopy invites for their personal mailing list.
- Provide an electronic version of the invitation to exhibitors and email Gallery online subscribers.
- Promote the exhibition through media advertising, marketing and promotional opportunities where appropriate. Inclusion on the Council website and any publication undertaken by the Gallery.
- Reserve the right to photograph exhibited works for documentation and promotion of the Gallery and its exhibitions. Authorship will be acknowledged at all times.
- Manage all enquiries and sales of works. Council will take a 20% commission (in accordance with Fees and Charges Policy) of the sale price of sold works.
- Provide professional assistance to install and demount the exhibition. This will be undertaken by the Gallery Staff for group exhibitions and in consultation with the individual Artist/s.
- Process payment for works sold in the month following the end of the exhibition.
- Contribute to exhibition launch costs, including refreshments, liquor licence, advertising and promotional expenses.
- Ensure the Gallery is opened at the advertised times, provide supervision during opening hours and security service monitoring after hours.
- Provide wall labels or an exhibition works list.
- Insure all exhibition works against vandalism, theft or damage whilst on the Gallery premises. The insurance value of each work is the wholesale value of the work.

The exhibitor(s) agrees to:

- Pay the Gallery fees, refer attached *Appendix. A deposit of 20% will be required 90 days prior to the exhibition opening date. The balance of the hire fess will be paid 7 days prior to the exhibition install date.
- The Gallery must be given 90 days notice if the Exhibitor wishes to cancel the exhibition. In the event of cancellation within this ninety day period, the deposit will be forfeited.
- Deliver all works ready for exhibiting (including hooks or wire) prior to the agreed install dates.
- Meet all timelines provided above and in accordance with the application form. Solo exhibitors to provide the Gallery with 90 days notice to cancel their exhibition.
- Authorise the use of images used by the Gallery to advertise the exhibition in promotional mediums including invitation, media and the Gallery website. Please provide this on signing of the contract.
- Provide a high resolution image of selected works exhibited in this application for promotional purposes.
- Collect all works the Tuesday after the closing date, unless other arrangements are negotiated.
- Cover all insurance costs for the submitted works whilst in transit.

- Provide a works list as per attached document.
- Have created the work/s in the last 12 months and not previously exhibited the work at the Coorong Gallery.
- Cover any additional advertising, promotion, and publicity costs outside of the Gallery's aforementioned agreements. Any publicity and promotional material produced relating to the exhibition shall include the Coorong District Council logo and the Coorong Gallery logo where appropriate.

Other Considerations

- All copyright and moral rights will remain with the artist/s
- The Gallery may reproduce images/s of the works for the purpose of publicity, reviews or non- profit promotion.
- The Gallery will make every reasonable effort to prevent the photographing of work by the general public.
- The Gallery reserves the right to photograph works for documentation and promotion and will acknowledge authorship where appropriate.
- Price reductions will occur only in consultation with the exhibitor.
- Payment of works sold will be undertaken at the beginning of the month following the exhibition or once the period of install payments is completed. (Minimum of 4 weeks)
- Installation must comply with WHS requirements. Any alterations to the walls or building must be repaired on completion of the exhibition.
- Council reserves the right to decide the final presentation of the exhibition

Coorong Gallery hire fees and charges for solo or group exhibitions

Gallery Space	Cost (incl GST) For exhibition period	Cost - Local Exhibitors (incl GST) For exhibition period
Hallway	\$100 + Commission 20%	\$50 + Commission 20%
Council Chambers	\$100 + Commission 20%	\$50 + Commission 20%
Hallway and Chambers	\$190 + Commission 20%	\$90 + Commission 20%

- The above fees are for the total exhibition period.
- Special arrangements may be made for community and school groups and other invited exhibitors regarding Gallery fees.
- All fees are GST inclusive.
- As the Gallery is registered for GST, all sales made through the Gallery are GST inclusive

The Exhibitor

Name: _____ Date: _____

If signing for an organisation, please state position: _____

Address: _____

Mobile: _____ Phone: _____

Email: _____

Signature: _____

Administrative Details

Please provide your banking details for EFT payment of works sold:

Account Name: _____

BSB: _____

Account number: _____

GST declaration - please circle

Yes / No	I am registered for GST	
Yes / No	I have an ABN from the Australian Tax Office.	ABN #:
Yes / No	My activities are a recreational pursuit or hobby and are performed as an individual without expectation of profit of gain. I am aware that my annual income complies with the ATO requirements. Additionally statement by a supplier available from the ATO website: https://www.ato.gov.au/Forms/Statement-by-a-supplier-not-quoting-an-ABN/	

Statement on behalf of the Gallery:

The Gallery accepts the terms and conditions as above and agrees to uphold its contractual responsibilities.

Please submit this agreement package to Coorong district Council office or council@coorong.sa.gov.au or PO Box 399, Tailem Bend. Enquiries Ph: 1300 785 277

Name of artist		
Title of work		
Medium		
Size (in cm) H x W		
Wholesale price (in the event of NFS, please include a value for insurance purposes)		
Number of plinths required	Plinths	Covered

Name of artist		
Title of work		
Medium		
Size (in cm) H x W		
Wholesale price (in the event of NFS, please include a value for insurance purposes)		
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