

ARTIST'S CONTRACT FLEXI PACKAGE

Artist Name

Exhibition Name

Address

Phone Number

Email

Website

SALES OF WORK

Riverton Community Arts Centre (RCAC) will actively endeavor to sell artwork on behalf of Artists exhibiting through advertising, social media, website, email marketing and event listings and newsletter under the following conditions:

COMMISSION & GALLERY HIRE

1. Commission of 30% incl GST (on commission) on any work sold and gallery hire of \$200.00 including GST per week. The cost may be shared amongst a group of artists.
2. A \$25.00 per hour charge for opening and closing gallery and greeting visitors and making sales. The gallery is open from Wednesday to Sunday from 11am to 4pm. Daily rate \$125.00 for coordinator to manage exhibition. You can choose which days you need the coordinators assistance.

OFFICE USE ONLY

Deposit received

..... (Date)

- ☐ Cheque
☐ Cash
☐ Internet

.....

 A \$100.00 charge for marketing and advertising. You can choose to include this in your contract or not. This includes:

- Listing on event websites
- Press release to local newspaper and other media
- Event on Facebook
- Listing on Riverton Community Arts Centre website

Please include \$100.00 marketing and advertising fee in my contract. **Δ**

3. Marketing does not include the cost of print adverts in local newspapers. You will need to authorise us to make print advertisements and these must be paid upfront. Please see promotion costs.
4. The gallery hire may be shared amongst a group of artists, but each artist must read and sign this contract. The organising artist is responsible for the overall managing of the exhibition with the support of our coordinator.
5. A non-refundable deposit of \$100.00 (per exhibition) payable on signing and return of this contract.

Proudly supported by



**Community
of Southland**

Artist's Contract Full Package 2018

PAYMENT OPTIONS

- Cheques must be made out to Riverton Community Arts Centre
- Internet Banking - A/C 060954 0038886 00 (please include name, reference and a brief email to advise RCAC of payment)
- Cash

ARTIST PAYMENT

- The coordinator will process all payments and ensure payments are receipted and banked and authorise the treasurer to make payment.
- Payment will be made by the 20th of the month following the exhibition.

QUALITY

We require an artist CV and a proposal for exhibition from the artist. Please submit photos of your work with this application. We reserve the right to reject work which does not meet our exhibition standards. All work for sale must use high quality canvases, boards, frames and artists quality paints and materials. Copies are not accepted. Works completed in tutored class should not be included.

PROMOTION COSTS

The RCAC will contact the media and will also advertise your exhibition on our web page and in the Western Star. Additional advertising e.g. posters, media etc. is the responsibility of the exhibiting Artist.

Opening functions (food & wine) are the responsibility of exhibitors. The coordinator will be present to take sales and otherwise assist.

INSTALLATION AND HANGING OF EXHIBITION

Artists are responsible for hanging and striking their exhibitions, but assistance can be given by the coordinator if required (please give advance notice). There will be a charge for any additional services at \$25.00 per hour. Exhibit labels (title/year/artist name/medium) or relevant information for labels and/or catalogues is to be supplied by the Artist. The coordinator can create or print labels at a \$25.00 per hour charge. RCAC will supply hooks, lines & fixings. We can supply an estimate of costs for you.

COPYRIGHT

The Artist will remain the owner of the copyright in each work sold, and the gallery will inform purchasers that the Artist is the owner of the copyright in the work. Any dealings in relation to the copyright in a particular work should be made directly between the Artist and the purchaser. The Artist hereby warrants that he/she created and possesses unencumbered title to the artworks, the image is not copyrighted by any other person or published and that their descriptions are true and accurate.

The Artist licenses the Gallery to reproduce images of the work or works and publish them in catalogues and advertising or promotional material.

LIABILITY AND INSURANCE

The Gallery will care for the work/s whilst it is in their premises but if anything should happen to the work/s the Gallery will not be held responsible. The Artist will at its own expense, ensure that it maintains adequate insurance in respect of loss or damage to the work/s.

- We require an artist CV and a proposal for exhibition from the artist. Please submit photos of your work with this application. We reserve the right to reject work which does not meet our exhibition standards. All work for sale must use high quality canvases, boards, frames and artists quality paints and materials. Copies are not accepted.

FREIGHT

Packaging and freight of artworks to and from the Arts Centre is the responsibility of the artist and any unsold artworks must be collected at the conclusion of the exhibition or appropriate courier tickets supplied. Any cost in transporting of sold work to the new owners is the responsibility of the RCAC.

IMAGES

☐ I can supply images of my artwork for use in promotional material and printed and/or electronic publications.

Ideally your supplied images will be of work(s) showing in your upcoming RCAC exhibition.

Please provide images at the earliest available opportunity either directly to the Arts Centre (pen drive, cd, etc) or by email to: info@rivertonarts.org.nz

MEDIA CONTACTS

Members of the media sometimes request contact details for artists. By signing this, you give us permission to release your personal contact details.

The media can make contact by any of the below (complete as applicable):

Signed

Dated

I understand that by requesting Riverton Community Arts Centre to exhibit and sell my work on my behalf that I agree to the above conditions.

Signed..... Date (Artist)

Signed..... Date (For RCAC)

EXHIBITION DETAILS: (Title, dates; attach another page if needed)

AT EXHIBITION CLOSE:

All unsold works collected (Date) (Artist's signature)

..... (For RCAC)

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ADDITIONAL ARTISTS (Please copy this page as necessary and attach to contract)
I understand that by requesting Riverton Community Arts Centre to exhibit and sell my work on my behalf that I agree to the above conditions.

Signed..... Date (Artist)

Signed..... Date (For RCAC)

EXHIBITION DETAILS: (Title, dates; attach another page if needed)

AT EXHIBITION CLOSE:

All unsold works collected (Date) (Artist's signature)

..... (For RCAC)

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