



## WADJAR REGIONAL INDIGENOUS GALLERY

### Yarrawarra Aboriginal Cultural Centre

Lot 170 Red Rock Road, Corindi Beach, NSW  
Ph: 0266 407 104      email: [gallery@yarrawarra.org.au](mailto:gallery@yarrawarra.org.au)  
ICN:620                      ABN: 57 681 836 983

## Artist Exhibition Expression of Interest

*This is an agreement between:*

**'The Artist/s'**

Name: \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

postal Address if different to above: \_\_\_\_\_  
\_\_\_\_\_

Phone: .....                      Mob: \_\_\_\_\_

Email \_\_\_\_\_

Webiste (if applicable) \_\_\_\_\_

ABN: (if applicable, please attach statement by supplier if no ABN is available))  
\_\_\_\_\_

*Bank account details for sales payments:*

Name of Account \_\_\_\_\_

BSB (should be 6 digits) : \_\_\_\_\_

Account: \_\_\_\_\_

Bank: \_\_\_\_\_

**And** “The Gallery”

WADJAR Regional Indigenous Gallery

Yarrowarra Aboriginal Cultural Centre

170 Red Rock Road,

CORINDI BEACH. NSW 2456

Ph: 0266 407 104 fax: 0266 407 199

Email: [gallery@yarrowarr.org.au](mailto:gallery@yarrowarr.org.au)

ABN: 57 681 836983

**Dated** (*insert date*)

The Artist agrees to lend Works (as described in the schedule) to the Gallery for the period from \_\_\_\_\_ (NB- these dates should allow time for pre-exhibition delivery and post exhibition collection)

to allow the works to be included in (*exhibition title*) ... \_\_\_\_\_ to be held at WADJAR Gallery from \_\_\_\_\_.

**TERMS AND CONDITIONS OF THE AGREEMENT**

The “Artist/s” agrees to the following terms and conditions, miss-use or non-compliance of these conditions will result in the **artist/s** not having any further consideration for an exhibition.

1. Cost relating to the presentation of the exhibition will be met by the “Gallery” unless otherwise agreed with the Gallery Director. Costs include designing, printing & postage of invitations, preparation and release of media information and employment of gallery staff and volunteers to hang & dismantle the exhibition.
2. To provide at the “Artist’s” own expense, the “Gallery” with images and interpretive material for use in the exhibition, an invitation list and a complete list of artworks with the following information:  
*Title of works*  
*Medium/s*  
*Size H cm x W cm (note if framed or unframed)*  
*Wholesale price (the price you want to receive)*  
*NB- information preferably in digital format and images are to be 300dpi.*
3. ‘The Gallery’ director must approve all invitations, publications and any promotional material related to all exhibitions prior to printing or distribution.
4. Unless a grant or sponsorship has been received by “the Gallery” for the production of a Catalogue for the “exhibition” it is the “Artists” responsibility, at the artists expense, to Organize, if desired.
5. ‘The Gallery’ will mail 50 invitations as per the artist’s invitation list and will independently mail out according to its own mailing list.
6. The “Gallery” reserves the right to publicize the “Artist/s” exhibition as considered appropriate.
7. The “Artist/s”, at the “Artist/s” expense, is responsible for freighting artworks and the installation of works with the gallery’s assistance.
8. Sale prices will be shown on the exhibition works. The “Gallery” will deduct 33% commission on any work sold. NB commission includes GST on commission only.
9. The “Artist/s” will supply the “Gallery” with wholesale prices for those items of the works that are for sale. The “Gallery” will add 33% commission to achieve the retail price.
10. If the artist is registered for GST this must be built into the wholesale price.

11. The "Artist/s" must complete a *statement by a supplier* or an *ABN/GST Declaration* form- whichever is applicable.
12. Works sold cannot be removed from the exhibition until the agreed dismantle date.
13. The exhibition opening hours are Wednesday to Sunday 10 am to 4 pm. If the "Artist/s" requires the gallery to be open outside of these hours, negotiation must be made with the "Gallery" director.
14. The Gallery director will have the final say as to whether an official opening or artists talk will be held as this is reliant on budget resources for the exhibition period.
15. Catering for an official opening will be arranged by the director unless there is a prior arrangement. Yuraal Café is the gallery's preferred caterer.
16. Smoking inside the exhibition is not permitted.
17. Public and education programs associated with the exhibition are determined by negotiation with the director and the gallery's education officer.
18. The gallery premises must be left in the same condition as found. Any damage by the artist to the gallery, furnishings and fittings, or loss of equipment must be reimbursed by the artist.
19. Store rooms may only be entered by staff or authorized persons.
20. Work must be collected by the date specified in this agreement.
21. Any damage to the works upon return from exhibition must be reported to the director within 7 days after the works are returned to the artist.

**The Gallery agrees:**

1. To ensure that the works will be handled by professional staff and to treat the works with all due care.
2. To acknowledge that all rights and property in the works loaned are retained by the artist.
3. To endeavour to ensure the safe protection of the exhibition at all times including but not limited to protection from hazards of fire, flood, theft, dirt, food, smoking or handling by unauthorized or inexperienced personnel, including members of the public.
4. To store and display the works only in a place that is equipped with adequate fire detection, protection and security monitoring systems.
5. To immediately inform the artist of any damage observed prior to or during the exhibition.
6. Not to allow any of the works of the exhibition to be reproduced or photographed except for gallery records or for promotional purposes which pertain solely to the exhibition.
7. To respect the moral rights of the artist as recommended in the guidelines of the National association of the Visual Arts (NAVA) and the National Code of Conduct.
8. To ensure the works to their total value.
9. To pay artist within 14 days of receipt of payment for all works sold.

Any additional requests by the artist may be discussed with the gallery director.

**The Gallery agrees, at its own cost, to provide the following:**

1. Artist liaison
2. Production of an invitation (DL size or similar) to be emailed.
3. Preparation of media release and mail out to the gallery's media database.
4. Exhibition design and layout in consultation with the artist.
5. Labels or list of works for the exhibition as required.
6. Coordination of a public program for the exhibition as required.
7. Assistance with exhibition installation and de-installation.
8. Promotion of website on website and Facebook Page

**THE AGREEMENT**

**The Artist has read and agrees to the terms and conditions contained in this ARTIST EXHIBITION LOAN AGREEMENT:**

SIGNATURE:.....

DATE:.....

**The Gallery has read and agrees to the terms and conditions contained in this ARTIST EXHIBITION LOAN AGREEMENT:**

SIGNATURE:.....

*(Gallery Director)*

DATE:.....

**SCHEDULE**

**It is desirable that each exhibiting artist supply up to 3 artworks for display Works can be in any medium including audio visual, ceramics and fibre crafts.**

The works consist of the following:

List and describe the works on a separate sheet in the following format:

**TITLE/ YEAR OF PRODUCTION:**

**MEDIUM:** *(list materials used e.g.: acrylic on canvas)*

**SIZE:** *(Height in cm x width in cm x **depth in cm** -if 3D)*

**WHOLESALE PRICE:** *(this is the price you wish to receive. The gallery will add its commission of 25% on top of your delegated price)*