

# **Gallery Agreement between AirSpace Projects and Exhibiting Artists or Curator 2017**

## **Summary of Costs For Participating Artists**

### **Fee Paying Three-Week Exhibitions 2017**

\$1200 (Gallery One)	non-refundable deposit on acceptance	\$300
\$ 950 (Gallery Two)	“ “ “ “ “	\$250
\$ 500 (The Cranny)	“ “ “ “ “	\$200
\$ 500 (Deep Space)	“ “ “ “ “	\$200

+ 20% commission on sale of works\*

\$20 deposit on key (refundable on return of key)

Freight/postage/handling of works and insurance.

Repairs beyond what we regard as normal usage of gallery.

\* We charge commission in addition to the fee because the fee only covers basic overheads. By charging a commission it ensures we work hard on behalf of the exhibiting artists to promote and sell their works.

+Freight/postage/handling and insurance of works if required.

Repairs beyond normal usage of gallery.

## **AirSpace Project Responsibilities**

### **Insurance**

All care will be taken with your artworks, however AirSpace Projects will not be responsible for loss, theft or damage. Artists are responsible for the insurance cover of their artworks while in transit to and from the gallery and while housed in the gallery or associated storage. AirSpace Projects has public liability insurance.

### **Promotion**

AirSpace Projects will undertake to provide the following promotion: an e-invite using our design; editing and distribution of a press release to AirSpace Projects mailing list and media sources; promotion of exhibition and artists on AirSpace Blog [www.airspaceprojects.com](http://www.airspaceprojects.com); exposure on social media sites such as Facebook, Instagram, Twitter; and the printing of up to 50 x one A4 page/double sided room sheets using our template.

AirSpace Projects will add basic exhibition details to our regular entry in Art Almanac as well as a variety of virtual listings, free and subscribed.

AirSpace Projects reserves the right to document exhibitions and associated events and use such material for promotional purposes on social media etc If the artist does not want AirSpace Projects to document exhibitions and associated events and use such material for promotional purposes on social media etc then the artist should notify one of the Directors of AirSpace Projects by email.

### **Duration of Exhibitions and Opening Hours**

Exhibitions will be held for the first three weeks of each calendar month. Exhibitions will be open to the public from 11.00am on the first Friday.

From then AirSpace Projects normal operating hours will be Thursday-Friday 11.00am - 6.00pm and Saturday 11.00am - 5.00pm.  
AirSpace Projects ensures the gallery is supervised during opening hours.

### **Opening Night**

The opening will generally be held on the first Friday of the month from 6.00 - 8.00pm but this is negotiable and dependent on agreement by all exhibitors. To ensure consistency and as a service to the exhibitors, AirSpace Projects will organise drinks, ice and nibbles for the opening evening. In consultation with the exhibitors a decision will be made as to whether or not a drinks donation will be collected to assist with costs. Any remaining costs will be divided equally among the exhibitors. AirSpace Projects will ensure that the drinks table is supervised by a bartender.

### **Sale of Work**

AirSpace Projects will manage any sale of works and will charge 20% commission on any sales during fee-paying exhibitions (The ownership of the work remains with the artist until the actual sale). AirSpace Projects will pay the artist within 60 days upon receipt of full amount from purchaser. AirSpace Projects shall pay all amounts due to the artist before any proceeds of sales can be made available to creditors of AirSpace Projects.

Should any sales or offers of commissions be made after the end of the exhibition directly as a result of work being exhibited at and/or publicised by AirSpace Projects, the set commission shall also apply. This commission will be negotiated with the artist.

### **Installation and De-Installation**

AirSpace Projects will make the space available for installation for 3 days (Tuesday/Wednesday/Thursday) prior to the exhibition opening for installation and 1½ days for the removal of works and restoration of gallery (Sunday and Monday until 1.00pm). AirSpace Projects will make a key available on the deposit of \$20 that is refundable on the return of the key.

AirSpace Directors are available to provide guidance during the installation of the show. AirSpace Projects reserves the right to modify the exhibition if we believe it to be unprofessional or discriminatory.

### **Artist Responsibilities**

#### **Artist Information Sheet**

The artist/curator must complete and submit an Exhibition Information Form at least one month before the exhibition commences. This must be accompanied by at least 1 x high res image and 1 x low res image for the promotion of the exhibition.

#### **Exhibition Fee**

On the approval of a proposal, the artist/curator must deposit a non-refundable 25% of gallery fee (\$200 for smaller spaces) into the AirSpace Project account to secure the space at the negotiated time.

### **Installation and De-Installation**

Installation and removal of works should occur at times stipulated by AirSpace Projects or otherwise at a time negotiated between the curator/artist and the gallery. If

the removal time of artworks is not observed artworks will become the property of AirSpace Projects and the artist risks these works being disposed of.

The artist/s need to ensure work is 'installation ready' for exhibitions and any infrastructure needs such as hanging devices and materials, plinths and technologies are supplied by the artist. AirSpace Projects provides some basic tools and a ladder but exhibitors need to ensure they provide the necessary equipment and fittings (including nails, screws, tape etc) for the installation of their work.

Artworks must be installed in a way that is not hazardous to audience health and safety.

The artist/curator is required to troubleshoot any technological or installation problems that arise during the exhibition as soon as is reasonable, if those problems interfere with the professional presentation or safety of artworks.

The artist/curator must number all the works in the show and produce a corresponding room sheet with prices (if relevant) that will be printed using AirSpace Project's template. This must be supplied to AirSpace Projects at least 24 hours before the opening of the show.

Exhibitions must not impact on the normal functioning of the workshop area downstairs.

Works should not be removed from the exhibition until the conclusion of the exhibition.

The artist/curator must return any surface or fittings in the gallery to the original condition using the gallery paint, rollers and brushes provided, taking care to use drop-sheets on the floor. If an exhibition work involves the painting or drawing directly onto the walls the artist must return the wall to its original condition and undertake to purchase their own supply of Dulux Wash and Wear, vivid white, low sheen for Gallery One or Merilux premium white low sheen acrylic in Gallery Two and basement galleries. There must be no trace of the work remaining. Care must be taken not to drip paint on the gallery floor. Any damage to the floor must be returned to original condition: Gallery One: Dulux Berger Jet Dry, Non-Slip, Extra Deep Tone. Gallery Two and Basement areas: Dulux Berger Jet Dry low sheen Smoke Grey.

The artist/curator must ensure that any infrastructure brought into the gallery is removed from the gallery at the time of de-installation.

The artist/curator must ensure the gallery is returned to its original condition by 1.00pm on the Monday following the closing date of exhibition.

Care must be taken, on leaving, to ensure that all lights are switched off and the door is locked properly. Installation must be done with consideration to the tenant who lives above AirSpace Projects and should not occur between the hours of 10.00pm and 8.00am.

### **Removal of Rubbish**

Prior to the opening and at the conclusion of the exhibition artists must remove all their rubbish from the premises, as there is no facility for commercial rubbish

removal. There is no storage for equipment or paraphernalia during the exhibition period.

### **Gallery Attendance**

In the event that the artist/curator minds the exhibition they must ensure that the gallery remains attended and open during the opening hours specified in this agreement. Artists are most welcome to be present during opening hours.

Care must be taken, on leaving, to ensure that all lights and devices are switched off and the door is locked properly.

### **Delivery and Removal of Works**

The artist/curator is responsible for the organisation of the delivery and return of art works to and from the gallery and to bear any costs related to the freight of works including postage, courier, packing and insurance. For Interstate and International artists the curator (and at times this will be AirSpace Projects) will package and transport works to the nearest Post Office as long as these aforementioned matters have been taken care of by the artist.

### **Promotion and Reproduction**

Artists will provide AirSpace Projects and its licensees the right to reproduce their work and biographical material by any means in any media for archival and promotional purposes. The artist, photographer and their gallery (if applicable) will be properly acknowledged in such material.

The artist/curator will:

- Provide an image, exhibition details and any relevant logos for the preparation of the AirSpace Projects e-invite copy and image – using the AirSpace Projects template.
- Provide a draft Press Release one month prior to the exhibition opening.
- Provide ‘list of works’ for the room sheet to the Directors at least 24 hours before the gallery opens to the public.
- Distribute the AirSpace Projects e-invite to their own mailing list where appropriate.
- Include the AirSpace logo, blog address, gallery details and an ISBN on any catalogue produced for exhibition (AirSpace Projects can provide an ISBN).

Artists are encouraged to pursue their own promotional campaigns in addition to those carried out by AirSpace Projects.

### **Documentation of Exhibition**

Any exhibition documentation undertaken by the artist **must be done before the last day of the exhibition and out of open gallery hours.**

**On payment of a deposit for your exhibition into the AirSpace Projects account, you agree to the terms laid out in the above agreement. We have done our best to**

**be as comprehensive as possible and we have full confidence that any other concerns or disputes can be resolved to a satisfactory end for both parties.**