



Oak Hill Gallery

Oak Hill Community Arts Co-Operative Ltd
100 Mornington Tyabb Road, Mornington 3931
Telephone: 03 5973 4299

Email: art@oakhillgallery.com.au **Website:** www.oakhillgallery.com.au
ABN: 22 692 517 832

EXHIBITING ARTISTS AGREEMENT

Thank you for choosing Oak Hill Community Gallery for your exhibition. Please carefully read the information below, sign where indicated, provide any requested information and return the form as soon as possible.

- **Please note:** Oak Hill is a community gallery run by volunteers therefore does not function like a fully staffed gallery.
- The gallery administrator works on **Mondays only**, to save time & frustration, contacts needs to be organized for Mondays unless other arrangements have been made.
- As an exhibiting artist & to save time & confusion your questions etc should always be directed to the gallery administrator or a nominated person.

Artist Name:	<input type="text"/>	Phone	<input type="text"/>	Requested Room/s
Address:	<input type="text"/>			<input type="text"/>
Email:	<input type="text"/>			
Exhibition Dates:	<input type="text"/>			
Exhibiting Fee Deposit:	<input type="text"/>	Date:	<input type="text"/>	
Balance Due:	<input type="text"/>	Date:	<input type="text"/>	

The final payment is required no less than 6 weeks prior to your exhibition date

Exhibition fees cover:

- Invitations & Posters
- Postage/distribution of invitations
- Catering for openings
- Gallery operating costs

Delivery of work:.....

Opening Date & Time:.....

Exhibition Dates:.....

Collection Date/Time:.....



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Please Note:

- A deposit of \$100.00 per room is required to secure your exhibition booking.
- Payment in full is requires **6 weeks** prior to your exhibition
- Please provide all imagery in high resolution on CD or Memory stick in JPEG or PDF format at least **8 weeks** prior to the exhibition (to allow time for images to be used on the invitation)
- Imagery may also be selected for promotional purposes
- Provide a price list & images of the works for exhibition at least **8 weeks** prior to the exhibition
- Please provide title of your exhibition, size of work, medium used at least **8 weeks** prior to exhibition
- An artist's statement must accompany your agreement.
- A charge of \$10.00 will be deducted from the commission if late changes are required to titles & catalogue details etc

You will receive an allocated amount of invitations 2 weeks prior to the exhibition for your personal distribution. Extra invitations are usually available at the gallery.

Oak Hill Gallery charge a commission of 25% of works sold; please price your work accordingly.
Payment for all works sold will be made approximately 3 weeks after the end of the exhibition
You are required to commit to (4) days minimum of gallery duty during the exhibition. (A fee of \$40.00 applies if you are unavailable).

Please provide dates you are available to attend and volunteer gallery duty.

Month:.....Dates:.....**Note:** Gallery is closed on Mondays

- Although all care is taken, Oak Hill will not accept responsibility for any damage, loss, or destruction of art work left at the gallery. Exhibiting artists are expected to provide their own insurance.
- **NOTE:** The building is protected by a 24hr alarm system. While extinguishers are available in the event of fire, the building does not support an in-house sprinkler system. We recommend you insure your work.
- The curator reserves the right to reject any work.

I have read and understand all the above terms:

Signed:.....Date:.....

Received :.....Signed:.....