

WATSON ARTS CENTRE EXHIBITION SERVICE

FEE SCHEDULE & RESPONSIBILITIES FOR SELLING EXHIBITIONS 2020

(all prices quoted below include gst where applicable)

Fees for non-selling exhibitions are by negotiation

This document should be read in conjunction with the Watson Arts Centre Exhibition Service Conditions.

THERE IS A MINIMUM EXHIBITION PERIOD OF THREE WEEKS.
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1. Service fee - \$1550 for three weeks; \$450 per week for subsequent weeks, payment of which gives:

1. Use of the Watson Arts Centre gallery for an exhibition.
2. Use of the gallery's plinths, partitions and hanging wires.
3. Use of the Centre's facilities for an opening event. Foyer set up for food/drinks for an opening event will be done by staff.
4. Provision by Watson Arts Centre of printed postcard size invitations designed to WAC gallery format with a quantity provided to the exhibitor(s) to distribute. An email version is also supplied. Variations to the invitation format, e.g. different size or an additional quantity, may be arranged but at cost to the exhibitor/s.
5. Promotion of the exhibition through the Canberra Potters' web site, other web sites, a media release, Canberra Times listing and any other promotional outlet that the Centre may consider appropriate. *Note that we have no control over free listings; we submit exhibition information but that does not guarantee that it will appear in print or online.*
6. Distribution of the exhibition's details to the Watson Arts Centre and Canberra Potters' email mailing lists.
7. A simple, photocopied catalogue listing exhibits and their prices.
8. Curatorial assistance for installation of the exhibition.
9. Minding and sales handling, with the exhibition open to the public during the Centre's normal opening hours (currently 10am – 4pm Tuesday to Sunday) including staff attendance to handle sales during the exhibition's opening event if there is one.

NB Should exhibitors wish, advertising of the exhibition in the Canberra Times can be undertaken but all costs will be passed on to the exhibitor/s. Ads will be designed in-house to WAC gallery format.

2. Sales commission – 25% of an item's retail price will be retained by Watson Arts Centre.

Commission will be deducted from sale proceeds, the net balance being paid to the exhibitor/s as soon as practicable after the close of the exhibition.

3. Cleaning bond - \$50

The cleaning bond will be refunded at the end of the exhibition provided that no additional expense has been incurred by Watson Arts Centre in making good any damage to any area impacted by the exhibitors and/or their installers due to the exhibition's installation, or for any cleaning, rubbish removal, etc. due to either the exhibition's installation or an opening event. *See clauses 9, 10 and 11 of the agreement and points 3 and 5 under 'Exhibitor's Responsibilities' below.*

EXHIBITOR'S RESPONSIBILITIES

1. Delivery of exhibition pieces to Watson Arts Centre, and installation of the exhibition, within the installation dates specified in the agreement, including labelling all exhibits in accordance with the details provided to Watson Arts Centre for the catalogue.
2. Demounting, packing and removing all unsold work by the date/time specified in the agreement.
3. Making good, by the end of the exhibition demounting date/time, any damage to walls, partitions, plinths, floor, etc. caused by the exhibition's installation.
4. Organisation of an opening event if one is to be held, including, if required, arranging for someone to perform the exhibition opening.
5. Cleaning the kitchen, foyer, verandah and gallery as necessary after an opening event, including removing all rubbish, bottles, left-over food, etc. (Note that glass washing will be undertaken by staff.)
6. Providing to Watson Arts Centre by, at the latest, the installation date set out in the agreement, details of all exhibits for the preparation of a catalogue. These details should include for each item:
 - a. A unique identifier, this identifier to also be on a sticky label attached to the base of, or in some unobtrusive place on, the item. (*Mandatory*)
 - b. The retail price including the 25% commission that will be retained by Watson Arts Centre if an item is sold. (*Mandatory*)
If an exhibitor is registered for GST the retail price must include GST. In this case, commission will be calculated on the retail price less its GST component. It is the exhibitor's responsibility to pay to the Australian Tax Office the GST component of the retail price of any item sold.
 - c. A title and/or brief description of the piece.
7. Providing to Watson Arts Centre an artist's statement (for each exhibitor if a group exhibition) and/or an exhibition statement on which a media release and other promotional material can be based. Watson Arts Centre reserves the right to edit statements, in consultation with the artist/s where possible.
8. Providing to Watson Arts Centre by a specified date an image, or images, for the invitation and for use on web sites.
9. It is in an exhibitor's own interests to be prepared to speak to the media if approached for an interview.
10. Exhibitors must provide Watson Arts Centre with their GST status and either their ABN or a declaration acceptable to the Australian Tax Office of their tax status (eg hobbyist, overseas visitor, etc.).

EXHIBITOR'S ADDITIONAL COSTS

1. All packing, delivery, installation, demounting and removal costs.
2. Insurance, if required, of exhibits whilst in transit and/or on the Watson Arts Centre premises.
3. All costs associated with an opening event, eg food, wine, flowers, etc.
4. All costs associated with mailing the printed invitations provided to the exhibitor(s).
5. Costs for any other function or facility not explicitly included in the fee schedule.