



NE.Artisans Inc. A0090960Y
122 Bridge Street East, Benalla, VIC 3672

Exhibition APPLICATION 2019

North East Artisans is a not for profit organisation of local artists and like-minded people operating using a cooperative model. We provide a support network for local creatives, both members, non members and groups, inviting you to showcase your work in our large Exhibition Gallery space.

This application form should be completed after reading the accompanying Exhibition Gallery Terms & Conditions.

Application as (please tick):	<input type="checkbox"/> Individual-Solo/Group (\$100 pw) <input type="checkbox"/> NEA Volunteer/Group (\$50 pw) <input type="checkbox"/> Community/Non-profit Organisation (\$50 pw)
Title of proposed exhibition	
Name of Applicant	
Exhibitor/s/Organization	
Contact details –	Mobile Phone: Email: Mailing address: Alternative contact:
Exhibition length: min 2- 4 wks	Number of weeks: TOTAL COST:
Approx Number of artworks	
Preferred Exhibition Dates	

Please note that preferred dates cannot be guaranteed.

Please attach the following with your application:

- a 100 word artist statement/exhibition statement for groups or organisations, that details themes or aims of the exhibition in a Word Docx.
- 1-3 images or proposed artworks in JPEG format of at least 1MB in size.
- Current CV of potential exhibitors (optional).

Applications will be considered based on availability, consistency with NEA vision, mission and guiding principles with a focus on community engagement. Applicants will be notified within 4 weeks if their application has been accepted. Please read the Exhibition Gallery terms & conditions before completing this EOI, then forward via email to northeastartisans@gmail.com or deliver to NEA Gallery Shop or post to NEA 122Bridge Street East, Benalla 3672

The Exhibitor/s are responsible for payment of all bookings whether the space is used or not. 4 weeks notice is required to cancel a booking without incurring a partial or full fee; see terms and conditions for cancellation fees		
1. INDEMNITY – I hereby indemnify, and covenant at all times to keep indemnified, NORTH EAST ARTISANS Gallery, it’s members, volunteers and agents against all actions, proceedings, claims and demands whatsoever which may be brought, made or prosecuted against it or them by any person or persons; in respect of loss, damages or injury arising out of the use of the Gallery howsoever arising (including negligence), and against all costs, damages and expenses which may be incurred by the NEA Gallery, it’s members, volunteers or agents in defending any actions, proceedings, claims or demands. 2. I have read the Exhibition Gallery Terms & Conditions, and confirm that I accept them for and behalf of the organisation/artist stated above. 3. I understand that in accordance with this form, should my application be accepted I will be invoiced for the amount of \$ _____ 6 weeks prior to this exhibition and I will be expected to pay this amount two weeks prior to the exhibition commencing.		
Name of Applicant:	Signature of Applicant:	Date:
Witness Name:	Witness Signature:	



EXHIBITION GALLERY TERMS & CONDITIONS

Exhibition Details

Installation & Hanging – Exhibitors are required to consult and work with NEA’s Exhibition Committee for advice and assistance in the planning of their approved exhibition.

A member of the committee will be present for installation and de-installation of the work. All costs relating to the mounting, demounting, cleaning and repairs are the responsibility of the exhibitor.

Staffing – NEA provides informal surveillance of exhibitions but does not guarantee a member or volunteer will be in the proximity of the Exhibition Gallery at all times.

Equipment - Basic hanging equipment is provided by NEA, but any special equipment required based on the nature of the work is the responsibility of the exhibitor & will need to be discussed with the Exhibition Co-ordinator.

Opening – Dates and times of exhibition openings are to be negotiated for security purposes with the Exhibition Co-ordinator, as there needs to be NEA member in attendance at openings. Openings must be self catered and if using the NEA Kitchen, it must be left clean and tidy with all rubbish removed from the premises. The use of the Kitchen is subject to availability.

Insurance & Liability

NEA is unable to accept responsibility for insurance of works exhibited. The exhibitor/s agrees that the Exhibition Gallery and NEA shall not be responsible for any loss or damage to any works of art or any other property which the exhibitor/s bring onto the premises during the period of the exhibition & before or after.

Publicity

The exhibitor/s will provide NEA with a 100 word written text in a word doc format and at least one JPEG format image of an artwork for promotional use. Exhibitors grant NEA the right to use the supplied image for promotional and reporting purposes. Promotional reasons included publications (newsletter, brochures, reports) internet sites etc. Reporting reasons include paper and online reports and applications to external stakeholders including sponsors and funding bodies for NEA. NEA’s contribution to promotion covers free press only. Publicity will also be provided on the Exhibition and Events section of the NEA website (www.northeastartisans.org). Social media events will be created by NEA and links will be shared with the exhibitor/s to be promoted within their own professional networks.

Sales & Commission

All sales must go through our Gallery Shop. All works sold will incur a commission of 35% or 20% for NEA Volunteers. The exhibitor/s agree to provide an Exhibition Room sheet with a list of all works exhibited, including titles, medium, date and prices for the works. The exhibitor/s will also provide their banking details for the payment of works sold.

NEA will not be responsible for holding sold works for collection after the exhibition is finished. The exhibitor/s agree that all works will be removed from the premises at the conclusion of the agreed exhibition duration at the de-installation. Storage is available for an additional fee with exhibitors required to bubble wrap and label sold works awaiting collection.

Hours – NEA is open everyday of the week from 10am – 4pm Mon-Fri, 10am-2pm Sat-Sun.

Cancellation fees

In the case of cancellation of an exhibition, charges may be charged on the following basis.

4 weeks: No charge; 3 weeks: 50% of the total charge; 2 weeks or less: 100 % of the total charge.

Exhibition Agreement

This agreement must be signed and returned to NEA either in hard copy at the NEA Gallery Shop or by scanning and emailing to northeastartisans@gmail.com.

Once the contract is returned an invoice will be provided 6 weeks prior to the exhibition date. Invoices must be paid 2 weeks prior to the date of the exhibition unless alternative arrangements are made with NEA Accounts. Unpaid invoices will jeopardise the exhibition.

OFFICE USE ONLY			
Approved	<input type="checkbox"/>	NOT Approved	<input type="checkbox"/>
		By: _____	
		Exhibitions Coordinator	
Date Exhibition in CALENDAR:	_____	Signed:	_____
Date Applicant NOTIFIED:	_____	Signed:	_____
Date Applicant INVOICED:	_____	Signed:	_____
Date Payment RECEIVED:	_____	Signed:	_____
RECIEPT No:	_____		