

TACTILE ARTS

GALLERY • STUDIOS • WORKSHOPS • CRAFT FAIRS • SHOP • ARTIST IN RESIDENCE

GALLERY HIRE TERMS OF AGREEMENT

This agreement outlines the mutual expectations of both parties prior to and during the Exhibitor's exhibition at Tactile Arts.

GALLERY HIRE FEES AND EXPENSES

Hire Length

The Tactile Arts gallery is hired on a 2-week basis.

Prices

February, March, April, May, September, October, November	\$1200
June, July, August	\$2000
Commercial organisations incur a 100% markup on the above prices.	

Deposit

Following the letter of acceptance, a non-refundable deposit of **\$500** is payable prior to **31 January** to secure the booking.

Gallery Hire Fee

Final payment for gallery hire is due **no later than 8 weeks before** the scheduled opening of the exhibition.

Group of Exhibitors

The Exhibitor can be a group of individuals; only one hire charge applies.

Groups must nominate one individual to act as the spokesperson for the group. Tactile Arts will provide the final payment to the nominated individual for distribution.

COMMISSION

A 15% commission is applied to all sales.

ADDITIONAL EXPENSES

Membership

Successful applicants who are not current members of Tactile Arts will be required to join as members upon notification of acceptance. Current members must renew their memberships upon expiry.

Tactile Arts Membership (valid for 12 months)
Full Membership \$120
Concession Membership \$85
Company/Organisation Membership \$220
Family Membership \$200

1. Exhibition Installation

Date of Installation

The exhibition must be installed by the Exhibitor, from Monday to Wednesday the week of the exhibition opening. Installation must be finished by the end of day on the Wednesday prior to the opening.

Transporting works to and from the gallery is the Exhibitors obligation.

Curation

Exhibitors are responsible for the installation of the exhibition in consultation with the Tactile Arts Exhibition Coordinator. If Tactile Arts is required to hang and curate the exhibition, a fee of \$50 per hour or \$600 for complete installation will apply.

Display Accessories

Tactile Arts will provide hanging display accessories for the exhibition. Extra, alternative, or special hanging requirements must be discussed with the Exhibition Coordinator in advanced, additional costs may apply.

Tactile Arts will provide display plinths for the exhibition. The cleaning and re-painting of plinths (if required) is the sole responsibility of the Exhibitor. Paint and equipment will be supplied by Tactile Arts.

A fee of \$50 per hour will apply for cleaning and painting the plinths if the Exhibitor is unable to do so.

2. Event Opening

Event Preparation/Pack Down

Exhibitors are expected to provide support for the event preparation and set up, as well as pack down; this includes placement of chairs and tables for attendees.

Speaker

Artists are encouraged to engage a speaker for the opening event, and/or to say a few words about the exhibition.

Catering

The Exhibitor is responsible for catering the event; providing food platters for guests and ensuring all leftover food is disposed of at the end of the event.

Bar

Tactile Arts will operate bar service on the opening night. Guests can purchase drinks between 17:30 and 19:30.

Tactile Arts only has a license for Thursday and Friday evenings. Events held on other days will require a Special Event License Application and incur a fee, price on application.

3. Gallery Sitting

Tactile Arts staff will man and manage the gallery during opening hours: Tuesday to Saturday, 10:00 – 14:00.

4. Access/Keys/Security

After hours gallery access is available. Keys can be collected from the Tactile Arts office during opening hours: Tuesday to Saturday, 10:00 – 14:00. Keys must be returned to the office the next working day or placed in the lockbox.

An induction on how to lock up the gallery, and where the lockbox is located will be provided.

Failure to return keys will incur a cost of \$60.

Failure to secure the gallery after hours will result in a security company call out and incur a fee of \$250 per call out.

5. Sales/Payments

Tactile Arts will manage exhibition sales at the opening event and during the office/gallery opening hours.

Tactile Arts will reconcile the sales of the exhibition and process payment by the end of the following month. Only one payment allowed per exhibition.

6. Exhibition De-installation

Unsold Items

It is the responsibility of the Exhibitor to remove all unsold items from the gallery when the exhibition finishes.

Unsold items that are not collected will be incur a storage fee of \$50 per day.

Gallery Condition

The gallery must be returned to the original condition, prior to the exhibition, by the end of the Monday after the exhibition has closed. This includes patching and repainting.

A key can be used for out of hours access, e.g., Sunday, see point 4.

If the Gallery is not returned to the original condition, a fee of \$50 per hour will be charged.

Tactile Arts Required to De-Install

If Tactile Arts is required to dismantle an exhibition, a fee of \$50 per hour will be charged.

7. Artwork Purchases

Delivery

Tactile Arts will organise the sale and delivery of artworks to customers.

Packing Materials

Exhibitors are responsible for packing items safely, securely and in a presentable manner for customer delivery.

8. After Hours Use of the Gallery

Tactile Arts reserves the right to use the gallery after hours, as required by the organisation. Use of the gallery (when Exhibitions are installed) will be with the utmost care and respect.

9. Insurance

Tactile Arts has public liability insurance. In the event of a forced break in Tactile Arts insurance will cover theft, damage to the premises and/or artworks.

If the gallery is left unsecured by the Exhibitor, and theft or damage to the premises and/or artworks occurs, Tactile Arts insurance will not cover the situation.

It is the Exhibitors responsibility to ensure that the appropriate level of insurance is purchased to cover the items on display, alongside damage to the gallery (including damage to fittings and infrastructure; walls, windows, and air conditioners), in the instance of a break in or theft due to negligence.

The National Association for the Visual Arts (NAVA) can provide artist-specific insurance cover: <https://visualarts.net.au/shop/products/premium-plus/>

10. Marketing

Image & Text – Tactile Arts

Exhibitors are required to provide Tactile Arts with promotional text (including a detailed description of the artist and exhibition), and 3 high resolution images at least **8 weeks prior** to the Exhibition opening.

Tactile Arts Promotion

Tactile Arts will promote the exhibition to Tactile Arts network and members. Via the email newsletter, social media, Off the Leash, Tactile Arts website and through the display of promotional materials in the Tactile Arts office and studios.

Paid Advertising

All paid advertising is the responsibility of the Exhibitor.

Flyers/Posters

Tactile Arts will produce 1 Exhibition flyer/poster design in digital format. Exhibitors are responsible for flyer and poster distribution.

11. Catalogue/Price List

Exhibition Catalogue

Tactile Arts will create and print a basic Exhibition catalogue/price list for the opening event.

Exhibitors are required to provide artwork information including artwork name and price in a

provided Excel format, **no less than two weeks** prior to the opening night.

12. Local Collaboration

Artists whose works intersects with Aboriginal and Torres Strait Islander peoples, culture, languages and/or knowledges must adhere to the Protocols for Using First Nations Cultural and Intellectual Property in the Arts (Australia Council for the Arts).

Active engagement with the Protocols should be undertaken to ensure the appropriate minimum standards apply to cultural interaction.

13. Talent Release Authorisation

Tactile Arts regularly photographs works, events and artists.

As an Exhibitor you give permission for Tactile Arts to use your name, photographs, and videos of your work for marketing and promotional purposes, including, but not limited to, social media, posters, newsletters, printed material, website, commercials, etc.

Permission will continue unless revoked in writing to Tactile Arts, in which case every effort will be made to remove the images from future distribution, noting and agreeing that this may not be practical or possible in some circumstances.

Copyright of exhibited artworks remain the property of the artist and such rights shall not be sold or licensed by Tactile Arts.