



# EXHIBITION ENTRY FORM

**Ku-ring-gai  
Art Centre**

*Studio Showcase – 30 June – 15 August*  
**Deadline for Entry Form & Digital Photo: 26<sup>th</sup> of May**  
**Deadline for Artwork Delivery: 19<sup>th</sup> of June**

**ARTWORKS WILL BE  
ACCEPTED ONLY  
WHEN SUBMITTED WITH  
COMPLETED ENTRY FORM  
AND  
DIGITAL HIGH-RES PHOTO**

<b>ARTIST NAME</b>		<b>HOW TO ENTER:</b>  1. <b>COMPLETE THIS FORM</b>  2. <b>PHOTOGRAPH YOUR ARTWORK</b> and EMAIL THEM BOTH to <a href="mailto:artcentre@krg.nsw.gov.au">artcentre@krg.nsw.gov.au</a> *Kindly photograph your artwork BEFORE putting it in the glass frame.  3. <b>YOU WILL RECEIVE AN EMAIL CONFIRMING YOUR ENTRY INCLUSION IN THE EXHIBITION.</b>  4. <b>DELIVER YOUR ARTWORK</b> to Ku-ring-gai Art Centre office by the delivery date deadline.  <b>THESE 4 STEPS MUST BE COMPLETED BY THE DEADLINE</b>  <b>Presentation and Display</b> <ul style="list-style-type: none"><li>• 'D-rings' MUST be on all hung works, 10cm from the top of the frame</li><li>• Jewellery items must include a tag with price and artist's name</li><li>• Artwork frames must be white, black or neutral</li><li>• Labels must be on all works (small, on the back) including NAME, TELEPHONE, TITLE and PRICE</li><li>• Maximums: 2D works: 1.5m x 1.5m, 3D works: 50cm x 50cm. 3D works weight maximum: 5kg</li></ul> <b>Collecting your artwork</b> <ul style="list-style-type: none"><li>• Artworks must be collected after the exhibition close date, not before.</li><li>• Unable to collect it? Please nominate who will be collecting the work for you.</li></ul>
<b>TUTOR NAME</b>		
<b>ARTIST ADDRESS</b>		
<b>PHONE NUMBER</b>		
<b>EMAIL ADDRESS</b>		
<b>ARTWORK TITLE</b>		
<b>ARTWORK MEDIUM</b>		
<b>*PRICE</b>	<i>*Remember to include 25% commission + 10% GST</i>	
<b>ARTWORK DESCRIPTION</b> <i>70 words max</i>		
<b>Conditions of Entry (please also see second page 'Consignment Agreement')</b> <ul style="list-style-type: none"><li>• Entries submitted after the close date will not be accepted. Only current tutors, staff and students of the Ku-ring-gai Art Centre are permitted to exhibit.</li><li>• By submitting this entry form you agree to the conditions of entry as outlined on this Entry Form. You are welcome to contact us for further inquiries.</li><li>• Once entered in the exhibition, works cannot be removed or re-arranged.</li><li>• The Art Centre reserves the right to reject works at any stage for non-professional presentation, if the artwork is unsuitable, if too many entries are received or for any other reason. The decision of the Art Centre is final.</li><li>• The exhibition is curated, at no charge by the Art Centre.</li></ul> <b>Publicity, Marketing and Display</b> <ul style="list-style-type: none"><li>• Ku-ring-gai Art Centre may, for the purpose of promoting the works of art, photograph them for inclusion in a catalogue, website, social media, newsletters, or other promotional materials.</li></ul>		
<b>Tax invoice (IF APPLICABLE)</b>  This signed agreement will serve as a tax invoice for GST purposes. The original to be sent to Ku-ring-gai Art Centre and a copy to be held by yourself for your records.  Tax Declaration by Exhibitor for Art Exhibition: From (Date) ..... To .....  I (name)..... of (address).....  Herewith declare my taxation status to be as follows: (Please circle or fill-in applicable a, b or c category), sign and date.  (a) My ABN is ..... (b) My GST number is .....  (c) My art is solely recreational and carried out purely as a hobby and acting on advice from the Australian Taxation Office, I consider that I fall within the definition of a hobby under the Tax Scheme. The ATO advises that as a hobbyist no withholding tax need be applied to sales of my paintings. I am not entitled to charge GST on any sale of my work.  Signed..... Date .....		
<b>Consent to participate in this exhibition.</b> I have read all Conditions of Entry and all other details on this exhibition form (including the second page 'Consignment Agreement'). I declare all information is correct and I agree to be bound thereby.  Signed..... Date.....		

## CONSIGNMENT AGREEMENT – EXHIBITIONS

**This Agreement is made between Ku-ring-gai Art Centre and the Artist.**

**The Artist and Ku-ring-gai Art Centre agree to an exhibition of the artist's work at Ku-ring-gai Art Centre based on the following terms and conditions.**

1. Artwork is original art created by the Artist and is not a copy of any other artist.
2. Exhibition artwork must be accompanied by a completed, signed, and dated exhibition Entry Form.
3. Ku-ring-gai Art Centre has exclusive right to sell the Artist's artwork exhibited during the exhibition and all artworks must remain on show for the duration of the exhibition.
4. All artworks must be delivered by the agreed delivery date noted on the exhibition Entry Form. Works not delivered by the designated date will be ineligible for the exhibition. All artworks must be collected from the gallery within 10 days of the finishing date of the exhibition.
5. The selection of artwork is based on the images supplied. Please ensure images are clear and good quality and are photographed prior to framing under glass.
6. Exhibition artworks will be curated and hung by Ku-ring-gai Art Centre staff.
7. Artists are not required to man the gallery during the show. Ku-ring-gai Art Centre staff will handle all sales and enquiries. Exhibitors must complete a supplier form to ensure payments can be made by electronic transfer.
8. Ku-ring-gai Art Centre agrees to keep accurate records of all sales of artworks, and to render an accounting of all sales and make payment to the Artist as soon as possible after the exhibition closes.
9. The Artist acknowledges that 25% commission, plus 10% GST is payable to Ku-ring-gai Arts Centre with respect to artworks that are for sale.
10. **Ku-ring-gai Art Centre will take responsible care of all artworks, but will not be responsible for loss, theft, or damage of artwork while in its custody or transit.** Artists are responsible for arranging their own insurance cover if required as this is not provided by Ku-ring-gai Art Centre.
11. Ku-ring-gai Art Centre may, for the purpose of promoting the exhibition, photograph the artworks for inclusion in a catalogue, Council's website, social media, newsletters, or other promotional materials.
12. The Artist shall retain title to all artworks delivered to Ku-ring-gai Art Centre until artworks are sold in the ordinary course of Ku-ring-gai Art Centre's business at which time title shall immediately transfer to the buyer.
13. The Artist represents and warrants that they have title over artwork to be exhibited and delivered to Ku-ring-gai Art Centre pursuant to this Agreement.
14. This agreement is not assignable and may not be orally modified. Only approved written modifications signed by both parties shall be valid.
15. Ku-ring-gai Council has the right to remove any artwork from the exhibition that is deemed to be unsafe or that does not conform to the presentation and display guidelines stipulated in this Agreement. Artists will be notified of the removal of their artworks from an exhibition.
16. Ku-ring-gai Art Centre reserves the right at its discretion to cancel a scheduled art exhibition at any time and will not be liable for any loss in relation to potential artwork sales.

