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UP EXHIBITION SPACE CONSIGNMENT AGREEMENT 2024

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GALLERY DISPLAY ARTWORK CONSIGNMENT TERMS

TERMS CONDITIONS START FROM DECEMBER 1 2023 FOR 2024 SEASON ENDING DECEMBER 2024.

Dear artists

When your work is consigned to wall slots in the gallery for monthly or feature exhibition space the following terms form a binding agreement between you the artist and Up gallery whilst your work is on display. You will be invoiced your exhibition rent fees in advance - payments must be made prior to install. Acceptance of these terms apply to all exhibiting artists.

WHEN & HOW YOU SUPPLY YOUR ARTWORK

- Deliver your work on your nominated delivery day ready to hang with D rings, wire and must be signed, with printed signed certificate of authenticity attached to back of work. Unwrap on site and take your wrapping home.
- Late delivery of works will not be installed as 11-4pm is gallery hours for delivery unless pre arranged.
- You will supply gallery prior the install date with name, title of work, year, size, medium and retail price - for ticketing.
- You will determine your final artwork price, but gallery can make suggestions if required.
- No discounts are offered in the gallery hanging period. Yes customers may ask, no its too hard to contact and negotiate on your behalf, especially if other artists are sitting the gallery. This was adopted at our member meeting in September 2023.
- Framing - No MDF or unstable frames accepted. Clean dust free presentation. You organise your framing prior to install. If customers want to change framing they can be referred to any external framer. Gallery does not organise framing.
- No wet works. All canvas supports should be gallery quality, well stretched with clean or painted edges or float framed.

FEATURE EXHIBITION AND MONTHLY WALL SLOTS

- MONTHLY WALL SLOTS RUN 4 WEEKS - WED INSTALL TO TUESDAY DEINSTALL - \$300 SM(3M) OR \$400 LRGE(3.6M)

- FEATURE EXHIBITION RUNS 12 DAYS OPENING THURSDAY RUNS TILL SECOND MONDAY, INC 2 WEEKENDS -\$750

- FRONT WALL ROTATIONS MONTHLY -\$44 SINGLE OR \$66 LARGE WORKS \$99 XTRA LARGE

- All artists will install and deinstall the gallery walls on a Tuesday or a Wednesday. Assistance and tools offered as needed.
- The artists must help patch, sand and touch up paint after the exhibit is deinstalled on the Tuesday.
- Artist will assist with packing, delivery or shipping and despatch of sold goods at end of their show on day of deinstall. Gallery has tape, edge cellowrap and cardboard, a wrapping area but bring additional bubble wrapping if bulk needed.

GALLERY

- Up gallery acts as an agent to sell your works during the exhibition period. Your title of works is owned by you until sold. Works sold will attract a 25% commission plus GST. Exhibitors are requested to specify if they are GST registered or not.
- During your consignment period all works on display are covered for fire, theft, damage for retail value by our general inventory insurance. Damage during delivery to or from the gallery is not covered by Up Gallery insurance. You must arrange this at your expense.
- Present your works for review prior to hanging as we must sell works in premium condition. Customer returns based on poor condition can be avoided if we keep all works to high standard.
- Deliveries of artworks to customers can be done directly by artists or gallery can arrange AP to ship to Australian postcodes, and the expense is passed onto the customer. The artist in most cases gets quotes and informs gallery via email. Dealing direct with gallery customer outside gallery is not encouraged, all communications for gallery deliveries are made via email through the gallery. All gallery daily sales staff should inform buyers that delivery costs are extra and will be charged prior to shipping when those cost are confirmed. All international or courier freight must be arranged by artists and quoted only to customer via the gallery. This will then be emailed and charged direct to customer via the gallery.
- ARTMONEY commission fee ranges 10% or less depending on deposit made. This fee is split 50/50 with artist and gallery - so an additional 5% commission for sales approved with ARTMONEY is added on top of the 25% UP sales commission. Factor this into your pricing. Its an effective tool to get high value work sold, encouraged by all exhibiting members.
- Artwork in gallery on consignment can only be sold by UP gallery in your allotted exhibition consignment period. Remember to delist works with your other online sources to prevent sales crossover. During this period the artworks consigned cannot be sold via any other third party gallery while on walls at Up Gallery. Avoid it or you will then pay double commission!
- Artworks sold can be taken off walls on the day by buyer in the general wall areas. Feature shows can be collected at end of your exhibition. Unsold art is released to the artist at end of consignment period and must be collected on deinstall day.
- You as the artist or your work will retain all copyright of that consigned work. The IP is yours and infringements should be reported.
- Payments for sales are made 7 days from end of consignment period or end of month, direct to your actual bank account.
- The gallery emails invoices to each purchaser for gallery sales for records of their artwork providence.

PROMOTION

- Provide good quality images we can use on website, catalogue or social posts on instagram fb (phone is ok)
- You grant permission for gallery to promote all listed works using your images or ones taken insitu - this is part of your obligation to exhibit. You also need to cross promote your own work on socials and tag @upgallerysassafra for stories, posts.
- Feature shows will have event promotion via facebook, instagram, website and newsletter EDM and printed flyers.

ANY QUESTIONS

- While due care and consideration has been made to support our artists growth and sales, any issues or greivances should be discussed in confidence with the gallery director or commitee as they arise. Open communication respects all parties.