

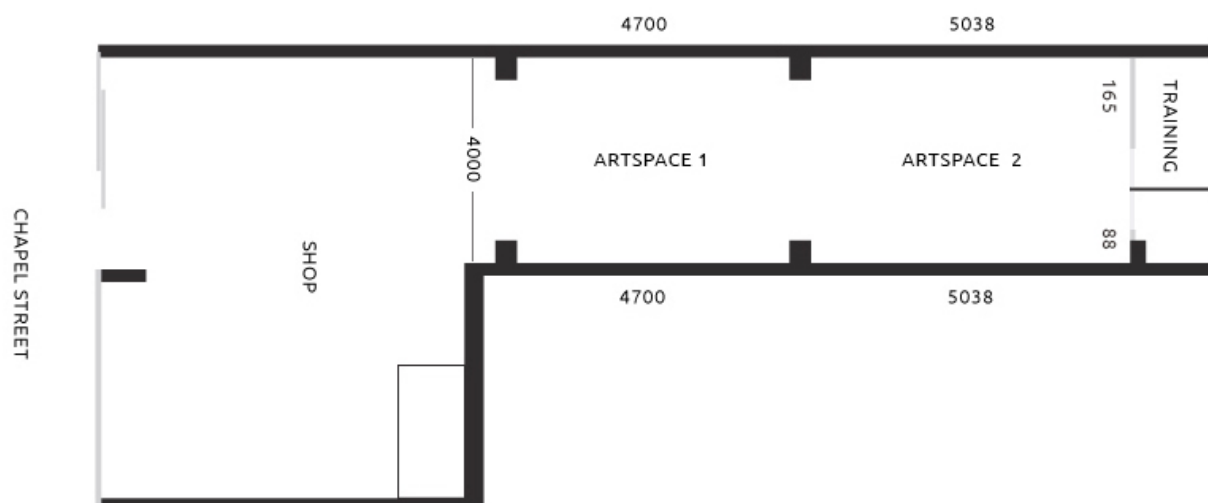
ArtSpace Terms and Conditions

About Space2b

Space 2b is a social enterprise supporting newly arrived migrants, refugees and people seeking asylum to become financially independent. Space2b workspace includes a shop, ArtSpace, design studio, workshop, café and small business hub in the City of Port Phillip.

Exhibition Space

The ArtSpace at Space2b is situated between our retail area and café. It is equipped with a gallery hanging system and lighting and managed by Space2b staff and trained volunteers. The ArtSpace is a unique exhibition space as it enables your artwork to be exposed to art enthusiasts, workshop and event attendees, and visitors to the shop and café. In exhibiting with us you are also supporting us to run our projects. We attract both professional and emerging artists and are able to give artists exhibiting for the first time additional mentoring and support.



- Exhibition openings are usually held on Friday nights between 6pm – 8pm.
- Installation of the exhibition is on Mondays (negotiable)
- ArtSpace is open Tuesday to Friday: 10am - 5pm Saturday: 10am – 2 pm
- Due to the nature of the space, sometimes bookings are made for other events, workshops or training during the opening hours.
- Please visit the ArtSpace prior to applying.



ArtSpace at Space2b
144 Chapel Street,
ST Kilda 3182
artspace@space2b.com.au
ABN: 133 894 903 17

Costs

- Minimum of 4 weeks at \$600 for individuals. Group show of 3 or more artists: Capped at \$800.
- ArtSpace is free for two months each year for newly arrived migrants/refugees. (Additional commission to cover costs)
- Duration can be longer or shorter by negotiation.
- Fee is payable at time of confirmation.
- Cancellation fee is 50% of booking fee. Full fee payable if cancelled less than 3 months.

Exhibition fee includes

- Artist Pack: Curatorial, marketing and installation advice and design assistance with A4 flyer.
- Exhibition promotion on Space2b's social media (Facebook, Instagram, Website)
- In-house promotion.
- Staffing of the ArtSpace for the duration of the exhibition, sales are managed by retail staff.

Fee does not include

- Creation of posters and flyers, printing and distribution.
- Refreshments at the Opening.
- Promotion to the general Media.

Commission

- 25% commission (**Free exhibitions 40%**) on all work sold during exhibition.
- Space2b will transfer all sales, less commission to the artists' nominated bank account within 21 days of the close of the exhibition.
- It is the artist's responsibility to charge GST on their sale prices if GST is charged.
- Artists must sign a ['Statement by Supplier'](#) form if they don't have an ABN.
(<https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/>)



Responsibilities of Artist

Exhibition Preparation (6 weeks prior to exhibition):

- Supply an Artist Exhibition Statement (Approx 500 words on an A4 page) and images (300 dpi jpeg) for the exhibition flyer to ArtSpace.

List of Works (1 week prior):

- Provide a list of works (including title, media and price)

Publicity (leading up to and during exhibition):

- In all publicity include Space2b's details: logo, address, website and open hours.
- Artist is responsible for other publicity. I.e. Press releases, local publicity, distribution of flyers and social media.
- To assist in promoting your exhibition, 'like' and share all Space2b social media posts.

Installation:

- The artist is responsible for the safe transportation of all artwork, including insurance (if desired) in transit to and from Space2b.
- The artist is responsible for the installation of their works with ArtSpace assistance.
- All artworks must be dry, ready for hanging and clearly labeled on the back with the title and artist name. If possible include 2 artworks of the same size (Approx. 1 meter x 1 meter each) to be hung back to back in the window for display.
- Supply 3 printed copies of an A3 poster for in house promotion.
- No changes of any kind may be made to the floors, walls, ceilings, doors, or any fixtures or equipment in the ArtSpace without the prior consent of Space2b.
- Artist provides tools and/or materials necessary for the exhibition installation.
- Any special requirements must be discussed with Space2b at least 4 weeks in advance of installation.

De-installation & Restoration:

- The Artist is responsible with the ArtSpace Team for the de-installation of their artworks at the agreed time.
- A fee may be charged if there are any damages during de-installation.



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Responsibilities of Space2b

- Space2b reserves the right to reject any work that is deemed inappropriate.
- Provide curatorial, marketing, publicity and promotional advice and support.

At Installation:

- The ArtSpace will be in a clean and tidy condition.
- Installation advice and assistance will be provided.
- All artwork is exhibited at Artist's risk. Space2b holds public liability insurance for visitors and will take every care with your artwork but the Artist assumes all risk for the loss or damage to his/her work during transportation and prior to, during, and after the exhibition. We do not hold an insurance policy on exhibited artworks.

At the Opening:

- Art team members will be present, provide assistance and manage sales during opening.
- We will address the audience for opening speeches.

Enquiries

If you have any other queries please email: artspace@Space2b.com.au

Rental of ArtSpace Payment

1. On receipt of the hire invoice, please deposit the fee into Space2b's bank account.
2. Please state your name and invoice number when making this deposit.

FINANCIAL DETAILS

Payment to Space2b Social Design by direct deposit to:

Name: Space2b Social Design Inc.

Bank: ANZ

BSB: 013-214

ACC: 2904-29381



ArtSpace Agreement

PLEASE PRINT AND SIGN THIS PAGE AND BRING IT WITH YOU TO YOUR INTERVIEW.

If you don't have an ABN, print, complete and bring with you to the meeting a '[Statement by Supplier](#)'

- ☐ I, _____ ("Artist") have read the Terms and Conditions and agree to abide by all Space2b's terms.
- ☐ I understand that the ArtSpace is located within a retail shop and that other private and public events and workshops are run on the premises. I understand all artworks are displayed at the Artists' own risk.
- ☐ I give Space2b permission to use my artwork and artist statement for media releases, promotion and marketing.

Signed _____ DD/MM/YY
(Artist Name) Date

Signed _____ DD/MM/YY
(ArtSpace Team Member) Date

ARTIST'S Nominated Bank Account for Artwork Sales:

Name of Account: _____

Bank: _____

Branch: _____

BSB: _____

Account Number: _____