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

ArtSpace Gallery Terms and Conditions – 2025/26

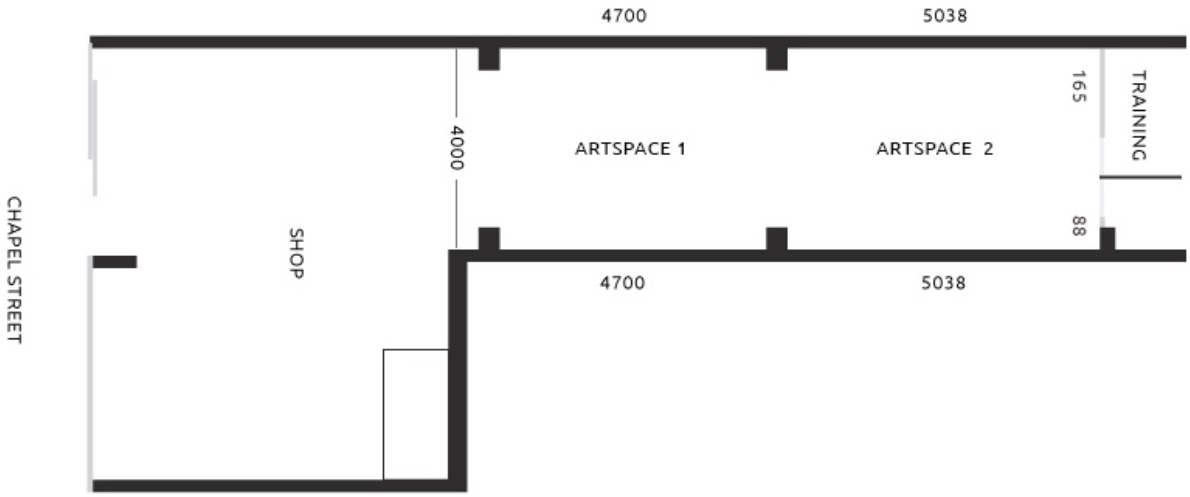
About Space2b

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

Exhibition Space

The ArtSpace Gallery at Space2b is situated within our retail space. It is equipped with a gallery hanging system with 4 large and 2 smaller walls and is coordinated by our Gallery Manager, together with Space2b staff and trained volunteers.

The ArtSpace Gallery is a unique exhibition space as it is part of a retail shop stocking children's and adults clothing as well as a quality range of gifts. This enables your artwork to be exposed to art enthusiasts, workshop and event attendees, and visitors to the shop and café.



As a registered not-for-profit, in exhibiting with us you are also supporting the running of our diverse programs and events. We encourage both professional and emerging artists and are able to give emerging artists additional mentoring and support.

- Exhibition openings can be organized with the Gallery Manager if required.
- Delivery of artwork is usually on the Saturday morning prior to the exhibition. All art works must be dropped off and picked up on the day specified. **We do not have space to safely store paintings**
- ArtSpace Gallery 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.
- If possible, it is advisable to visit the ArtSpace Gallery to inspect the space, prior to applying.

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Costs

- Minimum of 4 weeks at $750 for individuals or groups of up to 2 exhibiting artists.
- Group show of 3 to 4 artists $1000.
- ArtSpace reserves two months each year for a free exhibition for newly arrived migrants/refugees. (Commission is higher to cover costs, as no Gallery fee is charged for these exhibitions. See 'Commission' below)
- Fee is payable at time of confirmation and completion of Terms and Conditions. Space is not confirmed until Terms and Conditions are signed and returned with payment.
- Cancellation fee is 50% of booking fee if cancelled within 4-8 weeks of exhibition. Full fee payable if cancelled less than 4 weeks out. Full refund if cancelled more than 3 months out.
- Exhibitors fee includes hanging of agreed artworks.

Exhibition fee includes

- Marketing and installation and in-house design with A4 poster and 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.
- 1.5 hour exhibition opening and staffing if required.

Exhibition Fee does not include

- Printing or distribution of posters and flyers.
- Refreshments at the Opening.
- Promotion to the general Media.

Commission

- 25% commission is taken by Space2b on all work sold during exhibition.
- Space2b will transfer all sales, less commission to the artist's nominated bank account in the month following 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 do not have an ABN. (https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/)
- Space2b takes 40% commission for free exhibitions.

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Responsibilities of Artist

Terms and Conditions and invoice needs to be paid to secure exhibition space

Exhibition Preparation (6 weeks prior to exhibition):

- Space2b requires exhibition name, artist biography (250 words) and exhibition statement (250 words); 4 hero images (300 dpi jpeg) for promotional material.
- Failure to provide information will delay promotional material and may be detrimental to exhibition success.

3 weeks prior to Exhibition:

- Provide a list of works in the *Exhibition Artwork form.*
  This list should include title, medium, dimensions, price and clear photos.

Publicity:

- The quicker you provide material to Space2b, the faster we can develop your promotional material.
- Space2b will create the exhibition flyer and poster in-house and send to artist 4 weeks prior to the exhibition if material has been received on time. It is the artists responsibility to print their own posters and flyers to distribute.
- We urge artists to promote exhibition on personal social media platforms and distribute flyers amongst friends, family and their art community. Please tag Space2b and ArtSpace on all social media posts.
- Please 'like' and share Space2b social media posts to Instagram and various Facebook groups **@space2b_design**

Installation:

- The artist is responsible for the safe transportation of all artwork to and from Space2b, including insurance (if desired)
- All artworks must be dry, ready for hanging with hooks and wire attached and clearly labeled on the back with the title and artist name. Artwork will not be accepted unless stated conditions are met.
- No changes of any kind may be made to the floors, walls, ceilings, doors, or any fixtures or equipment in the ArtSpace Gallery without the prior consent of Space2b
- Any special requirements must be discussed with Space2b at least 4 weeks in advance of installation.

Collection of Artwork:

- The Artist is responsible with the ArtSpace Team for collection of their artworks on the agreed date. There is no storage facility at Space2b.

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Responsibilities of Space2b

At Installation:

- The ArtSpace Gallery will be in a clean and tidy condition.
- Installation advice and assistance will be provided.
- All artwork is exhibited at Artist's own 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:

- It is the responsibility of the Artist to contribute to cost of food and beverage on the opening night of the exhibition (to be discussed with Gallery Manager at initial interview).
- ArtSpace Gallery Manager will do *Welcome to Country* and open the exhibition and introduce the artist for an artist talk (if desired)
- ArtSpace team members will be present and manage sales and serve drinks and food during opening.

Authenticity of Artwork:

- By signing this agreement you are advising that the artwork you are submitting for sale is an original piece, created by yourself and is not plagiarized in anyway. Please see link below for further information.
  (https://penlighten.com/consequences-of-plagiarism-penalties)

IMPORTANT

- Space2b reserves the right to reject any work that is deemed inappropriate.
- Provide curatorial, marketing, publicity and promotional advice and support.
- It is the artists responsibility to have all paperwork completed (Terms and Conditions, and returned

Enquiries

If you have any other queries please email: artspace@space2b.com.au

Rental of ArtSpace - Payment

1. On receipt of the ArtSpace Gallery hire invoice, please deposit the fee into Space2b's bank account, with 7 days.
2. Please state your name and invoice number when making the payment.

FINANCIAL DETAILS Payment to Space2b Social Design by direct deposit to **Space2b Social Design Inc.**
Banking details will be supplied on your invoice.

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ArtSpace Gallery 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 Gallery 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

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Artists Details:

Your name:

Business name:

ABN:

Phone:

Email:

Website:

Social Media: (FB/Instagram)

Amount of artworks being submitted:
(In Agreement with the Gallery Manager)

Are you happy for us to add your details to our newsletter subscription for future exhibitions and news?

Y/N

*Please always Co-promote your exhibition– tag/share @space2b_design @artpace2b_artspace

ARTIST'S Nominated Bank Account for Artwork Sales:

Name of Account: _____

Bank: _____

Branch: _____

BSB: _____

Account Number: _____