

ARTHAUS ORAKEI

Artist Exhibition Agreement 2017

Please read through the following terms before signing:

- Exhibitor/Hirer has full use of the allocated exhibition space [Gallery] and access to **artHAUS** Wi-Fi.
- All bookings are run on a weekly basis from Wednesday to Tuesday inclusive - you must install and de-install within these days [NB this is to allow for each exhibitor to open over the weekend and install/de-install to be done over the working week].
- Exhibition space is to be returned to its original order.
- **artHAUS** will provide paint to return walls to original condition.
- Exhibitor/Hirer has full use of Kitchen and facilities and must keep in a clean and orderly fashion.
- **artHAUS** is to be notified of any damage or breakages and are to be paid for by the exhibitor/Hirer.
- Insurance is the sole responsibility of the exhibitor/Hirer.
- **artHAUS** will promote the exhibitors/Hirers show through their social media, website and database. **But** the exhibitor/Hirer is primarily responsible for their exhibition promotion and forwarding this information onto **artHAUS**. The exhibitor/Hirer is expected to cite the **artHAUS** website and supplied logo [digital pack] on flyers and opening invitations.
- Flyers and opening invites with the **artHAUS** logo must be approved by **artHAUS**.

- Please indicate whether **artHAUS** may take photographs of the Exhibitor/Hirers exhibition for publicity and installation documentation only. agree disagree
- **Exhibitor/Hirer must have their exhibition open daily 11-3pm**
- It is the responsibility of the exhibitor to man their exhibition.
- Leaving it unmanned is at the Exhibitor/Hirers own risk. NB The doors to the Gallery will be open Monday to Friday while **artHAUS** resident artists are busy working in their studios but they accept no responsibility for sales or care/safety of work in the gallery. It is the Exhibitor/Hirer's responsibility to man the gallery and insure their work for the duration of their show.
- The Exhibitor/Hirer takes care of all sales, promotions, openings and open hours. No Commission is required by **artHAUS**.
- No art or equipment is to be left or stored in any space other than the exhibition space without prior permission.
- The exhibitor/Hirer is to ensure that **artHAUS** is locked and alarm set when they are not in the building, acknowledge responsibility for the security of the building [when no **artHAUS** artists are there] and that they will not give out the key or alarm codes to any unauthorised persons. Any Security problems [including alarm] contact Trish Campbell [details below].
- The exhibitor/Hirer is responsible for putting out and bringing in the **artHAUS** pavement sign.
- There are two A0 size poster boards which the exhibitor may use. Installation is the responsibility of each exhibitor.
- The exhibitor/Hirer may only use the top car park when unloading or loading work into **artHAUS**, there is 30 minutes free parking but you must register your vehicle in the pay and display meter in front of Great Little Vineyards. There is 1 hour free down by Kings Plant Barn. All parking after these free allowances must be paid for by each vehicle owner for the duration of their stay.

COMMENTS

This Artist Agreement is between **artHAUS** Orakei and the following artist:

Exhibitor/Hirer _____

Address _____

Phone _____

Email _____

Signature _____ Date _____

artHAUS Representative _____

Signature _____ Date _____

Bond of \$200 Paid to **02-0110-0026201-66** Date _____

Period of Hire: Wednesday _____ to Tuesday _____

No of weeks _____ Amount Due _____ Paid in Full/Date _____

Account Number for return of Bond _____

Please state below the Days/hours the you will have your exhibition open that is an extension of the mandatory requirement

Exhibitor co-ordinator

Trish Campbell

[On behalf of artHAUS]

E: hello@trishcampbell.co.nz

P: 027 4800001

arthauso.org

www.facebook.com/arthausorakei