

CANBERRA POTTERS (WATSON ARTS CENTRE) EXHIBITION SERVICE

FEE SCHEDULE & RESPONSIBILITIES FOR SELLING EXHIBITIONS 2021

(all prices quoted below include gst where applicable)

Fees for non-selling exhibitions are by negotiation

This document should be read in conjunction with the Exhibition Service Conditions.

THERE IS A MINIMUM EXHIBITION PERIOD OF THREE WEEKS.

1. Service fee - \$1550 for three weeks (including install week); \$450 per week for subsequent weeks, payment of which gives:

1. Use of the Canberra Potters/Watson Arts Centre gallery for an exhibition.
2. Use of the gallery's plinths, partitions and hanging wires.
3. Use of the Centre's facilities for an opening event. Foyer set up for food/drinks for an opening event will be done by staff.
4. Provision by Canberra Potters of printed postcard size invitations designed to gallery format with a quantity provided to the exhibitor(s) to distribute. An email version is also supplied. Variations to the invitation format, e.g. different size or an additional quantity, may be arranged but at cost to the exhibitor/s.
5. Promotion of the exhibition through the Canberra Potters' website, other websites, a media release, and any other promotional outlet that Canberra Potters may consider appropriate. *Note that we have no control over free listings; we submit exhibition information but that does not guarantee that it will appear in print or online.*
6. Distribution of the exhibition's details to the gallery and membership email mailing lists.
7. A simple, photocopied catalogue listing exhibits and their prices.
8. Curatorial assistance for installation of the exhibition.
9. Minding and sales handling, with the exhibition open to the public during the Centre's normal opening hours (currently 10am – 4pm Tuesday to Sunday) including staff attendance to handle sales during the exhibition's opening event if there is one.

NB Should exhibitors wish, advertising of the exhibition in the Canberra Times can be undertaken but all costs will be passed on to the exhibitor/s. Ads will be designed in-house to gallery format.

2. Sales commission – 30% of an item's retail price will be retained by Canberra Potters.

Commission will be deducted from sale proceeds, the net balance being paid to the exhibitor/s as soon as practicable after the close of the exhibition.

3. Cleaning bond - \$150

The cleaning bond will be refunded at the end of the exhibition provided that no additional expense has been incurred by Canberra Potters in making good any damage to any area impacted by the exhibitors and/or their installers due to the exhibition's installation, or for any cleaning, rubbish removal, etc. due to either the exhibition's installation or an opening event. *See clauses 9, 10 and 11 of the agreement and points 3 and 5 under 'Exhibitor's Responsibilities' below.*

EXHIBITOR'S RESPONSIBILITIES

1. Delivery of exhibition pieces to Canberra Potters, and installation of the exhibition, within the installation dates specified in the agreement, including labelling all exhibits in accordance with the details provided to Canberra Potters for the catalogue.
2. Demounting, packing and removing all unsold work by the date/time specified in the agreement.
3. Making good, by the end of the exhibition demounting date/time, any damage to walls, partitions, plinths, floor, etc. caused by the exhibition's installation.
4. Organisation of an opening event if one is to be held, including, if required, arranging for someone to perform the exhibition opening.
5. Cleaning the kitchen, foyer, verandah and gallery as necessary after an opening event, including removing all rubbish, bottles, left-over food, etc. (Note that glass washing will be undertaken by staff.)
6. Providing to Canberra Potters by, at the latest, the installation date set out in the agreement, details of all exhibits for the preparation of a catalogue. These details should include for each item:
 - a. A unique identifier, this identifier to also be on a sticky label attached to the base of, or in some unobtrusive place on, the item. (*Mandatory*)
 - b. The retail price including the 30% commission that will be retained by Canberra Potters if an item is sold. (*Mandatory*)
If an exhibitor is registered for GST the retail price must include GST. In this case, commission will be calculated on the retail price less its GST component. It is the exhibitor's responsibility to pay to the Australian Tax Office the GST component of the retail price of any item sold.
 - c. A title and/or brief description of the piece, including materials used and year made.
7. Providing to Canberra Potters an artist's statement (for each exhibitor if a group exhibition) and/or an exhibition statement on which a media release and other promotional material can be based. Canberra Potters reserves the right to edit statements, in consultation with the artist/s where possible.
8. Providing to Canberra Potters by a specified date an image, or images, for the invitation and for use on web sites.
9. It is in an exhibitor's own interests to be prepared to speak to the media if approached for an interview.
10. Exhibitors must provide Canberra Potters with their GST status and either their ABN or a declaration acceptable to the Australian Tax Office of their tax status (eg hobbyist, overseas visitor, etc.).

EXHIBITOR'S ADDITIONAL COSTS

1. All packing, delivery, installation, demounting and removal costs.
2. Insurance, if required, of exhibits whilst in transit and/or on the Canberra Potters premises.
3. All costs associated with an opening event, eg food, wine, flowers, etc.
4. All costs associated with mailing the printed invitations provided to the exhibitor(s).
5. Costs for any other function or facility not explicitly included in the fee schedule.

Canberra Potters Exhibition Program: FAQs

About Canberra Potters/Watson Arts Centre Gallery

Canberra Potters' spacious (129m²) gallery presents exhibitions in various media, with a focus on ceramics. It aims for quality, diversity and professionalism in its presentations and welcomes proposals for solo and group exhibitions from emerging, mid-career and established artists. Exhibition proposals are considered on their merit and with regard to the availability of dates to present a diverse gallery program of high standards.

Located in the North Canberra suburb of Watson, the gallery is easily reached from Northbourne Avenue/Federal Highway and has ample free parking space. The gallery's standard opening times are 10.00am–4.00pm Tuesday to Sunday. The gallery is equipped with a selection of plinths and three large movable partitions. Exhibition minding is undertaken by staff.

Who can apply?

Any artist, maker, designer or curator is welcome to apply.

We encourage applications from:

- Emerging, mid-career and established artists
- All people working in the creative arts, however ceramics exhibitions and proposals are prioritised
- Organisations and arts associations
- Group or solo exhibitions

What kind of exhibitions are you looking for?

Canberra Potters presents a diverse array of exhibitions throughout the year. Preference is given to ceramics-focused programs, proposals by members of Canberra Potters and promising emerging artists. **Non-ceramic exhibition proposals are welcome but are accepted at the discretion of management.**

Examples of the kinds of things we're looking for (but not limited to):

- Original and engaging proposals
- Proposals with potential for additional engagement at Canberra Potters e.g. teaching a workshop, floor talks or additional interactive events
- Proposals from emerging ceramic artists
- Joint proposals or group exhibitions with a strong interconnecting theme
- Exceptional solo exhibitions

Proposals will also be assessed on the following criteria (not exhaustive):

- Quality of proposal and inclusion of high-quality images (clear, in-focus, indicative of what you plan to exhibit)
- Date availability

Canberra Potters receives more applications for exhibitions than we have space for in any given year. We are more than happy to provide feedback for unsuccessful applications at the end of the selection process.

Does my work have to be for sale?

We strongly encourage exhibitors to have the majority of their work for sale. Non-selling exhibitions can be negotiated with the Gallery Manager. All works attract a 30% commission.

Can I submit multiple applications?

There is no limit on the number of applications you can submit.

When do applications close?

Applications for 2021 exhibitions close 11:59pm AEST 31 May 2020.

For additional enquiries, please contact:

Katrina Leske, Gallery and Visitor Services Manager, galleries@canberrapotters.com.au