

## Exhibition Contract Agreement

This agreement relates to an exhibition of works by:

\_\_\_\_\_ (Name of Artist/s)

\_\_\_\_\_ (or Name of Organisation)

Represented by: \_\_\_\_\_

To be held at the venue \_\_\_\_\_ which is

located at the following address: \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Any works sold during this exhibition will be the responsibility of the venue/ artist (please select)

Please specify details of whom will be responsible for the sale of works and how it will be recorded:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### The exhibitor (s) agrees to:

1. Comply with the Conditions of Use as stipulated by the venue
2. Present all works at the venue on this date \_\_\_\_\_
3. Collect and/or remove all works from the venue on this date \_\_\_\_\_
4. Produce samples of the work which will then be at the venue's discretion to accept the exhibition on its content

### The Venue agrees to:

1. Comply with the terms stipulated in the Conditions of Use as stipulated by the artist(s)
2. Make the venue available during the stipulated opening hours and keep the area in a neat and tidy condition for the duration of the exhibition.
3. Include the exhibition in any promotional material that the venue produces for the time period.

Signature \_\_\_\_\_ (on Behalf of the Venue)

Name \_\_\_\_\_

Signature \_\_\_\_\_ (on behalf of the exhibitor)

Name \_\_\_\_\_

Date \_\_\_\_\_

### Ideas of what needs to be covered in a contract:

1. Have a clear installation and removal dates
2. Number of works to be installed and whom will install the work
3. Whom will be responsible for selling the work
4. How the exhibition will be labeled
5. What lighting is available in the venue
6. Opening hours
7. Staff to supervise the exhibition
8. Whom will cover the costs of installation, opening nights, SALA registrations and catering (if necessary)
9. Insurance, whom is covered and the liability involved
10. Whom is responsible for advertising the exhibition and whom covers the costs
11. Whom is responsible for completing the SALA online form

\*Please note that the SALA Festival is a free event, so admission cannot be charged at any venue.

\*\*If in doubt, ask your venue/Artist! It is better to be prepared and have it contracted, than be frustrated by unclear responsibilities for an exhibition!