



# COOROY BUTTER FACTORY FRIENDS GALLERY

## TERMS & CONDITIONS 2025

### EXHIBITION PERIOD

Participants will need to apply via our website for each exhibition period and pay the appropriate fee per artwork.

### NUMBER OF WORKS

Participants may submit up to two 2D works.

For 3D works there are two options:

1: Enter up to Three pieces, paying the appropriate fee per artwork, each work must fit in a space no bigger than 50x50x50cm

2: Enter up to Six pieces paying the appropriate fee per artwork, each work must fit in a space no bigger than 20x20x20cm

Payment per entry must also be completed at the time of submission.

Works submitted must have been completed in the last 24 months.

### CURATION

The CBFAC reserves the right to exercise curatorial judgement based on the number and type of work proposed.

### WALL BASED ARTWORK

The size limit for wall-based artwork is 50cm x 50cm.

CBFAC can accept a small number of works that fit within a 60 x 90cm dimension. However, prior to submitting work of this size, you must contact us first re your intention to submit before paying your fee.

Artworks must be suitably presented for hanging and adhere to the hanging requirements of the gallery. The curator has the right to refuse works deemed not suitable for hanging. Artwork must have the Title & Name of Artist on the back of 2D works.

Hanging requirements: artwork must be dry with properly affixed D rings 10cm from the top of the work, and a firmly attached hanging wire. All work must be clean and have no Nicks, Scratches, Holes or Damaged Frames ETC.

### 3D ARTWORK

All ceramics must have the Artists Name on the base.

3D artworks must be free standing, have a stable base and be no heavier than 5kg per component.

### FRAGILE WORK

There is limited capacity to protect work- it may not be possible to meet all requests, and work may have to be declined.

### SALE OF WORK

If your work is sold, you will be contacted and asked to bring in another of a similar size. There is no additional fee for replacement pieces.

### SALES COMMISSION

The Agent will be paid a commission of 25 percent of the Retail Price of the Artwork sale of the Artwork occurring during the period of the loan, however caused.

**Commission (25%) = Retail price x 0.25**  
**Exhibitor/s price = Retail Price x 0.75**

If the work is sold, the member will be notified and then a new work of similar size can be bought in to replace it as soon as possible.

### PAYMENT TO ARTISTS

Payment to the Exhibitor/s will be made electronically by the Agent less all commissions due for any Artworks sold within a month of the sale.



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## PROMOTION

### Images of artwork

The Exhibitor/s are to provide at least 1 high. resolution images of each their artworks in .jpg or .png format between 1MB – 3MB. These images *must* be of a semi-professional standard.

ii. The Agent may use images of the Artwork incidentally for the promotion of the Gallery, for example, in photographs of the inside and outside of the Gallery premises and in brochures, website articles, media features, magazine articles and television. If The Agent uses such images for the promotion of the Gallery, then the result of that use is the intellectual property of the Gallery.

### ONLINE PROMOTION

The Agent will promote the exhibition on its website, Facebook and Instagram accounts. The Agent will send invitations to their subscriber lists prior to the exhibition. The Agent will identify all Artworks with Artist's name and tag the Exhibitor/s when applicable.

### PRINT MEDIA PROMOTION

The Agent will promote all upcoming exhibitions in local print media (Cooroy Rag and Your Local Lifestyle), where possible.

The Agent will identify all Artworks with Artist's name in all promotional materials.

### ADDITIONAL PROMOTION

The Agent will promote exhibitions where possible. This may include radio interview/ads, television mentions and press releases to arts news distributors.

### PROMOTION BY EXHIBITOR

The Agent *strongly encourages* the Exhibitor/s to do their own promotional activities for their exhibition. The Exhibitor/s

may use images taken by The Agent to promote the exhibition, so long as The Agent is appropriately credited.

### DOCUMENTATION OF EXHIBITION

For its own records The Agent may document the exhibition through appropriate means (e.g. digital photography, slides, and video).

### COPYRIGHT

The Exhibitor warrants that they created and possess unencumbered title and copyright to the Artworks, and that their descriptions are true and accurate.

### INSURANCE AND LIBALTY

The Agent agrees to take utmost care in handling and exhibiting all artwork(s), but shall not be responsible for any loss or damage howsoever caused. It is the Exhibitor's responsibility to insure artwork(s) for loss or damage and to ensure they have appropriate Public Liability Insurance to cover their own activities. All Artworks are held by the Agent at the risk of the Exhibitor. The Agent excludes all liability to the Exhibitor/s for any loss or damage (except for negligence of, or willful damage caused by the Agent).

Packing and shipping charges, insurance costs, other handling expenses, and risk of loss or damage incurred in the delivery of Artworks to or from the Exhibitor/s to The Agent are the responsibility of the Exhibitor/s.

### PUBLIC SAFETY

The Exhibitor/s agrees to take all measures necessary to ensure that their work(s) will not cause or potentially cause any injury to any person. The Agent shall direct alterations to the way in which the work(s)



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are exhibited, if, in The Agent's opinion, visitor risk exists.

## **CLASSIFICATION**

The Gallery is in the public arena and there is no barrier between artworks and patrons. Because of this, artworks must fit into a General (G) Classification as per the Australian Classification system which defines this as: *'The content is very mild in impact. The G classification is suitable for everyone. G products may contain classifiable elements such as language and themes that are very mild in impact.'* In the case that PG artworks are wanting to be displayed, approval from the Agent must be sought.