

AGREEMENT

This Agreement exists between the ARTIST (ARTIST represents all parties and participants involved in the exhibition) and LAKE HOUSE ARTS CENTRE. If any part of this agreement is breached by the ARTIST the ARTIST may become liable for any cost incurred by LAKE HOUSE ARTS CENTRE.

The ARTIST agrees to the following-

For the purposes of this agreement the ARTIST agrees to use Lake House Arts Centre as an exhibition space for the artwork(s).

The ARTIST agrees that the artwork(s) will remain in exhibition at Lake House Arts Centre for the duration of the exhibition, and will not be removed or replaced by the artist under any circumstance.

The ARTIST agrees that the artwork(s) may be, but are not required to be sold as a part of the exhibition by LAKE HOUSE ARTS CENTRE.

The ARTIST agrees to all policies, terms and conditions as laid out in this agreement.

LAKE HOUSE ARTS EXHIBITION POLICY

EXHIBITION READY

Artworks must be submitted ready to exhibit. 2D artworks for wall hanging must have correctly installed D-Rings or metal loop screws with at least 5 millimeter diameter and be prestrung. Unframed works must enable the work to be hung with the Artitec Hook System used in the Gallery. Either by supplying plastic stick on hanging loops or by providing bulldog clips which will be attached to the artwork. Lake House Arts takes no responsibility for artworks which are not conventionally hung using gallery hanging systems. 3D works must be presentation ready. Lake House Arts has small plinths without covers. Any 3D works requiring special presentation platforms or plinths require the artist to supply the presentation system.

OVERSIZED AND NOT EXHIBITION READY WORKS

Oversized works and not exhibition ready works may not be presented in exhibition at the discretion of the management.

FINAL SIGN OFF

All Participants must sign the Submission Form and Agreement upon delivery of the artwork. By doing so All participants agree to all terms and conditions as presented in this Entry Form.

DESIGN:

Lake House Arts will plan the exhibition and installation with input and assistance from the artist or group at the sole discretion of the management and unless otherwise agreed in the terms of hire. Lake House Arts sets the standards for and design for any introductory signage, text panels,

handouts or individual labels where applicable and in consultation the artist or group. Lake House Arts has final say on any matters discussed related to use of space and design for an exhibition.

STANDARD 2D & WALL HUNG INSTALLATION:

Lake House Arts use an ArtiTeq hanging system. See more here

(<https://www.artiteq.co.nz/shop/Picture+Hanging+Systems/Clickrail.html>)

All work needs to be framed, or have d-rings installed. Lake House Arts reserves the right to add d-rings to any artworks provided for exhibition that have not added them to the artwork. The supplier of the artwork will be charged \$5 for D-ring installation on their artwork.

Artiteq Picture Hanging Systems Click Rail

www.artiteq.co.nz

Hanging wall decorations in residential and commercial interiors, for pictures, posters and art works.

For work on paper we have 8 A3 Artiteq Poster display folders.

<https://www.artiteq.co.nz/shop/Display-It.html>

Display-It with Artiteq

www.artiteq.co.nz

The span wire system Display-It is specially designed to make, and easily change, presentations on walls or freely in the room (for example in shop-windows).

Lake House Arts has a limited number of Display it Sets available. Artists may purchase additional 'Display-it' sets from Artiteq at their own cost. Additionally of paper and sketch works not framed artists can supply backing boards hung from our system on which paper work can be pinned.

NON-STANDARD 2D & WALL HUNG INSTALLATION:

All non-standard 2D and wall hung installation is at the sole discretion of Lake House Arts. Any damage to walls, floors or any other part of the exhibition space as a direct result of non-standard installation will be the responsibility of the artist or group to repair or replace. The artist or group shall also incur any additional costs for repair or replacement of damaged items or damage incurred to the exhibition space as a result of their exhibition.

FOR SCULPTURE AND 3D WORKS:

Lake House Arts has some stands and display tables for sculptural and 3D works which can be available to artists exhibiting. Museum Wax for securing works by Lake House Arts.

Lake House Arts does not provide glass or perspex/acrylic covers for display stands or tables. If the artists wants their work covered they must provide at their own display equipment at their own expense and liability, and must seek permission from Lake House Arts for any use.

If the artist is not happy with the display equipment available from Lake House Arts they must provide at their own display equipment at their own expense and liability, and must seek permission from Lake House Arts for any use.

Works exhibited on the Gallery floor require permission from Lake House Arts and must be made safe and secure so as to not cause a hazard.

Any damage to walls, floors or any other part of the exhibition space as a direct result of installation will be the responsibility of the artist or group to repair or replace. The artist or group shall also incur any additional costs for repair or replacement of damaged items or damage incurred to the exhibition space as a result of their exhibition.

All display considerations are open for discussion between the artist and Lake House Arts.

SELECTION:

Lake House Arts has the final say on what works may or may not be included for display and the overall arrangement of art in the Gallery.

PROMOTION:

Provided the artist/group has supplied all information and imagery in a timely fashion and to deadline Lake House Arts will promote the exhibitions through the following means-

- * Press release to media network.

- *Lake House Arts periodic newsletter sent out by email (a database of +/-3000).

- *The exhibition will be listed on the Lake House Arts Centre website and various other arts or event related sites (including social media and Auckland council event pages).

- *Email invitations (designed by Lake House unless otherwise arranged) sent to Lake House mailing list + to artist for distribution. Lake House Logo must be correctly used and all publicity must be checked first with the Manager.

- *Targeted Media and Marketing stream that ties in with the exhibition (Eg. Photography festival, Mataraki festival, Fringe Festival, etc...)

Lake House Arts may be able to provide additional promotion avenues at discounted rates payable by the artist/group.

OPENING:

For Emergent: See Lake House Arts will run the Opening and Awards for the exhibition season.

ADDITIONAL EVENTS:

Lake House Arts reserves the right to stage any private or public event or activity it sees fit in the Gallery Space at any time where it deems the event or activity will increase public access to the gallery.

Lake House Arts reserves the right to move or shift artworks in the gallery space as appropriate to stage events and activities. Shifted works will go back into exhibition positions for public viewing.

COPYRIGHT:

Copyright of images of the artist's work, exhibition and publication text, remain the property of the exhibiting artist.

The Artist grants Lake House Arts the right and permission to use any images the artist supplies or authorises for the purposes of promotional activities for the exhibition and the venue in general.

Except for the purpose of publicity, reporting, critical review and installation record the gallery will not copy, photograph, or otherwise reproduce or transmit any part of the exhibition or artists work without prior permission from the artist.

CHAIN OF TITLE AND IMAGE USE PERMISSION:

The artist/group warrants that they solely own or represent all intellectual property and copyright in the artworks, images and/or sound presented for the exhibition under their name or organisation/group.

The artists gives permission to Lake House Arts and it's representatives to use imagery of artworks used in the exhibition, images of the artists and creators involved and any additional logos, branding or otherwise associated with the exhibition to promote the exhibition on any and all media platforms.

INSURANCE AND DAMAGE TO ARTWORKS:

Insurance of the artworks while on display at Lake House, in transit to and from Lake House, is the responsibility of the artist.

Lake House will take all care but no responsibility for artworks that are unstable or poorly exhibited which may result in damage. Lake House has no storage facility for artwork after the exhibition take down.

Lake House Arts Centre and/or The Lake House Trust will not be liable in any way for damage or theft of artworks onsite and/or on exhibition at Lake House Art Centre.

ABANDONED WORK:

Work left for longer than three months will be sold to defray expenses. Price of Sale will be at the Sole discretion of Lake House Arts.

SECURITY, EVACULATION AND SAFETY POLICY:

Lake House Arts Centre has a standard security monitoring service which includes: Centre staff, an after hour's alarm system, camera's and security monitoring service. Lake House has a health and Safety Policy as well as an evacuation plan.

Creation of work – including materials and framing, professional packing and delivery on time.

Supply of biographical notes and images for publicity and exhibition label information on the dates discussed with the Lake House.

Liaison with staff on display concepts.

Exhibition extension activities - floor talk (if applicable) and attendance at exhibition opening.

Collection of work by collection date. Any artwork that is not collected by the date specified without alternative arrangements will become the property of the Lake House Art Centre.

DELIVERY:

Consignment of Objects to Lake House Arts Centre, Attention: Grae Burton.

37 Fred Thomas Dr, Takapuna, Auckland 0740.

Ph: 486 4877

Email: manager@lakehousearts.org.nz

ARTWORK INFORMATION

The Artist must supply all specific information as requested by Lake House Arts in the form and layout requested by Lake House Arts. This may be an online or physical form for the Artist to fill out.

CANCELLATION OF EXHIBITION:

The Artist may cancel the exhibition for whatever reason but must provide notice in writing 90 days before the Exhibition Opening Date. The Deposit Bond will not be refundable. The Artist may be refunded any additional payment made for hiring Exhibition Space, provided adequate 90 day notice is given.

Lake House Arts reserves the right to cancel any exhibition at any time in the following circumstances-

*Building Failure or Act of God.

*Liquidation or Failure to Operate.

In any or all of the above circumstances the Artist will be entitled to a full refund.

*Lake House Arts also reserves the right to cancel any exhibition at any time in the following circumstances-

*Failure of the Artist to provide information and artwork by required deadlines.

*If any element of the exhibition is in breach of Health and Safety and can not be fixed by either party.

*If the artist is unable to secure Chain of Title or Copyright for any aspect of the exhibition.

*If the artist is unable to maintain confidentiality and/or good relations with Lake House Arts.

In any or all of the above 4 bullet points the Artist will not be entitled to any kind of refund.

BY SIGNING THE SUBMISSION FOR RELATED TO THIS EXHIBITION THE ARTIST AGREES TO ALL TERMS AND CONDITIONS AS LAID OUT IN THIS DOCUMENT.

SALE OF ARTWORK AGREEMENT

The ARTIST agrees the LAKE HOUSE ARTS CENTRE has the right to sell the listed and received artwork for the duration of the exhibition as stated in this agreement. THE ARTIST agrees to the following-

SALE OF WORK, TAX OBLIGATIONS, HIRES and FEES:

All work will be for sale. The ARTIST nominates the sale price. Sale price must include LAKE HOUSE commission - 15% + GST. Lake House Arts takes a 15% commission on sales and an additional 15% GST on top of the 15% commission, this means if you retail a piece at \$100, Lake House will take \$15 commission plus \$2.75 GST making your income \$82.25. Price your work with this in mind. Please let us know if you need an additional sections or to include additional information.

Any tax obligations incurred such as Income or Provisional Tax and GST (where applicable), is the responsibility of the artist.

The ARTIST will supply all relevant bank account details for ease of payment when works are sold. Artists will receive payment for their artworks after the exhibition has closed and Lake House has received the payment in full from the purchaser.

Payment will be made no later than the 20th of the following month after the closing date for the exhibition - i.e: If your exhibition closes on April 1st, you can expect to receive payment by May 20th.

BY SIGNING THE ARTIST AGREES TO ALL TERMS AND CONDITIONS

ARTIST TO SIGN HERE (ON DELIVERY)

DATE

SIGNED ON BEHALF OF LAKE HOUSE ARTS

DATE
