



CRAFTS COUNCIL OF THE NORTHERN TERRITORY INC
trading as **TERRITORY CRAFT**

Territory Craft Exhibitions Gallery Contract - 2011

1. Booking Procedure

Exhibitions must be booked by October of the previous year. The gallery fee is \$300 which includes a non-refundable deposit of \$50.00. This should be paid when you receive notification of your exhibition being included in the 2011 exhibition calendar. All Exhibitors must be financial members of Territory Craft.

2. Insurance

Exhibits are covered by insurance from the value of \$250.00 to \$500.00 for an individual item. The Exhibitor shall bear the cost of the initial excess on any claim. The cost for additional cover for items under or over this amount shall be the responsibility of the Exhibitor.

3. Security

Failure to secure the Gallery as per the instruction sheet and resulting in a security company call out will incur a fee of \$100.00 per call out.

4. Gallery Hours

The Gallery will be open from 10.30am to 4.30pm Tuesday to Sunday.

Exhibitors are required to sit the gallery on the weekends and public holidays or nominate a person to do so on their behalf. A list of persons sitting the gallery and their contact number must be supplied to the office. If the exhibitor is unable to provide a sitter or unable to sit themselves Territory Craft will where possible provide a sitter for a fee of \$150.00 per day (6 hours) or \$100 per half day (3hours) to be paid by the hirer.

5. Exhibition Times

Dates will be arranged so that an exhibition can be installed during the two days prior to the viewing period. It is the responsibility of the Exhibitor to remove all items from the gallery by COB of the Monday after the exhibition closes to allow time for the installation of the next exhibition. Failure to do so may incur a rental of storage space charge. A \$25 per hour fee will be charged to dismantle an exhibition in the absence of the hirer.

6. Setting Up

The Gallery will provide display podiums and display presentation accessories for the exhibition. Any specialist installation requirements will be at the cost of the Exhibitor.

The exhibition will be installed by the Exhibitor under the supervision and in consultation with the Exhibition Officer or a member of the Board..

7. Invitations and Catalogue

All invitations and catalogues will clearly incorporate Territory Craft logo and the Northern Territory Government logo which will be supplied by Territory Craft. A pro forma invite can also be supplied by Territory Craft if requested. An electronic copy of the invitation is to be provided to Territory Craft 3 weeks prior to opening night. Territory Craft will distribute the electronic invitation to members. Personal mailing lists are the responsibility of the Exhibitor.

A price list in excel is to be provided electronically to Territory Craft by the exhibitor 48 hours prior to opening night. All items must be numbered and listed.

The exhibitor is responsible for the production and delivery to Territory Craft a minimum of 50 copies of the catalogue 1 day prior to opening. It is the responsibility of the exhibitor to proof read all invitations and catalogues, Territory Craft will not be held responsible for mistakes in content.

8. Catering

The Exhibitor is responsible for catering and the supply of beverages for opening night.

9. Publicity

Territory Craft Members are advised of exhibitions via email. Press releases are forwarded by Territory Craft to newspapers and local radio stations for community announcements. Exhibitions are advertised on our website. Any paid advertising is the responsibility of the Exhibitor. Exhibitors are encouraged to initiate media coverage.

10. Freight/ Cartage

Freight and cartage is the responsibility of the Exhibitor.

11. Cost to the Exhibitor

The Territory Craft Gallery is a non-profit Gallery to service crafts people and promote their work. However, it must by need, be self-supporting. A commission of 15% is charged on all sales_including contra deals.

12. After Hours Use of the Gallery

On the rare occasion when space is unavailable, we reserve the right to use the Gallery after hours for Territory Craft purposes. Occupation of the Gallery will be with the utmost care and respect.

13. Items Other than Original Works

Items associated with the exhibition may be sold after negotiation with the Exhibition Officer. Prints of the original and packets of cards will be considered.

14. Special Conditions Arrived At After Negotiation.

I understand and accept the above conditions.

Name of exhibition:.....

Date of exhibition.....Contact ph.no.....

The Exhibitor/s
.....Date/...../.....

Territory Craft – Exhibition Officer.....Date/...../.....

NO EXIBITION WILL BE CONSIDERED TO BE BOOKED UNTIL THIS FORM AND THE BOOKING FEE IS LODGED WITH TERRITORY CRAFT

