

New Artist Members Pack

2022

Membership form

Annual Membership for a displaying Artist - Fee \$25 payment details on form

Artists Gallery Agreement

All you need to know about how the gallery works and what you need to do

Gallery Display - Hanging Guidelines

Helpful information about hung works

Statement Supplier

The association/gallery is required by the ATO to hold a copy of this form on our files for all artists who create their works as a “made in the course or furtherance of an activity done as a private recreational pursuit or hobby”

Membership Application Form 2021-22

FULL MEMBER	\$25.00 PER YEAR <ul style="list-style-type: none"> • Able to exhibit in Cardwell Gallery and Gift Shop. • Receive e-mails of upcoming events and workshops. • Discount on workshop fees. • Attend and vote at meetings
ASSOCIATE MEMBER	\$10.00 PER YEAR <ul style="list-style-type: none"> • Receive e-mails of upcoming events and workshops. • Attend meetings.
TYPE OF MEMBERSHIP (please circle) ➡	<div style="display: flex; justify-content: space-around;"> FULL ASSOCIATE </div>

Please complete all details below

Name: Mr ☐ Mrs ☐ Ms ☐ First Name

Last Name

Postal Address

.....

Phone: Email :

Exhibiting Artist/Author/Craftsperson/creative in any media ☐ No ☐ Yes please complete Gallery space agreement

email completed form/s to: cardwellgallery@hinchinbrookregionalarts.org.au

Payment may be made by at the Cardwell Gallery & Gift Shop by credit card or cash or direct debit details below ↓

Banking Details for Direct Debit

HINCHINBROOK REGIONAL ARTS ASSOC.INC

BSB 633000

Account No. 133371781

Please place your name in the reference box as identification

Signature of Nominee Date

OFFICE USE

I,

Member HRA hereby nominate the abovenamed
as a member of HRA

Seconded by

(Exec. committee member)

Welcome letter sent: ☐ Date:

Added to member list ☐ Date:

Added to email list ☐ Date:

Artists Gallery Space Agreement -

This is an Agreement between

The Artist (Full Name).....

Address.....

Artist contact details

T.....

Mob.....

E.....

Web.....

Bank Direct Debit BSB:.....

Account No.

My art is created as a private recreation pursuit/hobby ☐ or ABN provided.....

and the Association

HINCHINBROOK REGIONAL ARTS Inc. of 2 Balliol St, Cardwell Qld 4849

Terms & conditions of display of works

1. PERIOD OF DISPLAY - After a maximum of three months or at the discretion of the committee all works should be replaced with new works.
(many of our visitors are local or regular visitors – it is important to vary our display and keep the gallery looking “fresh”)
2. SELLING PRICE shall be advised on delivery of all works, on sale of the work the commission (gallery fee) will be deducted and payment will be made monthly by direct debit
3. All works meet the gallery display guidelines.
4. Works should not be hung or placed on display until they have been entered into the gallery stock control system and price labels attached.
5. All artists must ensure that any unsold works removed from the gallery are deleted from the gallery stock control system.
6. Artists are asked to provide an “artist profile” for the gallery and for use on our website
7. Artists agree to their work being photographed by the association and displayed in promotional media and on the HRA website
8. It is the sole responsibility of the artist to insure their works against damage or theft while the work is on display. All care will be taken but no responsibility can be accepted by Hinchinbrook Regional Arts Association Inc.
9. Artists must remain a full financial member of the association to display works at the Cardwell Gallery and associated exhibition areas – all sales from these areas are subject to these terms and conditions.
10. Gallery Fees are deducted from the sale price of each item sold as follows:
volunteer members 25% and Non-volunteer members 33.3% of sale price

This agreement may be terminated upon failure of the artist to comply with the membership rules of Hinchinbrook Regional Arts Assoc Inc at the discretion of the management committee.

Signed the Artist date

Signed Hinchinbrook Regional Arts Assoc Inc date.....



Complete this statement if the following applies:

- you are an individual or a business
- you have supplied goods or services to another enterprise (the payer), and
- you are not required to quote an Australia business number (ABN).

HOW TO COMPLETE THE STATEMENT

- Print clearly in BLOCK LETTERS using a black pen only.
- Use BLOCK LETTERS and print one character in each box.
- Place **X** in all applicable boxes.

➤ Payers can check ABN records of suppliers by visiting **abr.business.gov.au** or phoning **13 72 26** 24 hours a day, 7 days a week.

Your name

[illegible]

Your address

[illegible]

Suburb/town

State/territory

Postcode

[illegible]

Reason/s for not quoting an ABN Place X in the appropriate box/es.

- ☐ The payer is not making the payment in the course of carrying on an enterprise in Australia.
- ☐ The supplier is an individual aged under 18 years and the payment does not exceed \$350 a week.
- ☐ The payment does not exceed \$75, excluding any goods and services tax (GST).
- ☐ The supply that the payment relates to is wholly input taxed.
- ☐ The supply is made by an individual or partnership without a reasonable expectation of profit or gain.
- ☐ The supplier is not entitled to an ABN as they are not carrying on an enterprise in Australia.
- ☐ The whole of the payment is exempt income for the supplier.

The supplier is an individual and has given the payer a written statement to the effect that the supply is either:

- ☐ made in the course or furtherance of an activity done as a private recreational pursuit or hobby, or
- ☐ wholly of a private or domestic nature (from the supplier's perspective).

For information about your privacy, visit our website at ato.gov.au/privacy

Under pay as you go (PAYG) legislation and guidelines administered by us, the named supplier is not quoting an ABN for the current and future supply of goods or services for the reason or reasons indicated.

Name of supplier (or authorised person)

[illegible]

Signature of supplier (or authorised person)

[illegible]

Daytime phone number

[illegible]

Date _____

Day Month Year

□ □ / □ □ / □ □ □ □



Give the completed statement to any payer that you are supplying goods or services to. The payer must keep this document with other records relating to the supply for five years.

Exhibitors CHECK LIST

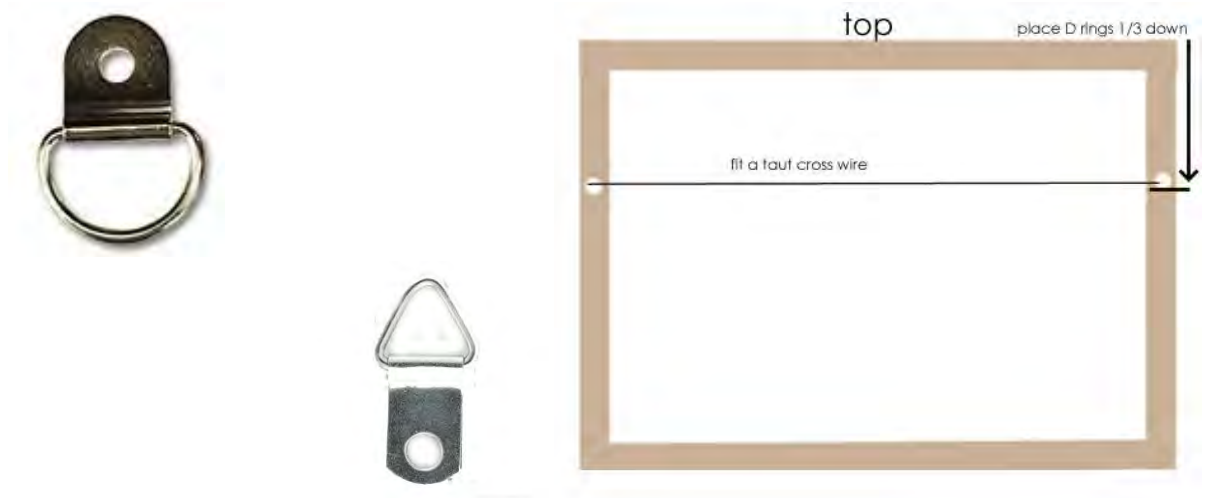
Please ensure your work complies with the following guidelines.

Works for general display & sale in the Gallery Gift Shop should be clean, dry and sound work ready for sale.

Hung works must be fitted with D Rings 1/3 down from the top of the frame/top of canvas and it must have a taut cross wire for hanging.

(Diagram below - If you are unsure what this means please contact the gallery prior to delivery of work.)

standard or triangulated D Rings are acceptable



Eye Rings & Stabled string or fishing line are not accepted

FYI

exhibition or art competition often requests D-Rings 100mm from the top of your hung work – this (diagram below) is what they are asking for....

These D-rings are in addition to your normal hanging (as shown in diagram above).

They are fitted to ensure that every exhibitor is using a standard setup to make the hanging of works easier in large exhibitions & galleries.

– *please fit additional D-rings 100mm from the top of your work.*

