Hinchinbrook Regional Arts Assoc Inc

#### **New Artist Members Pack**

#### 2021

#### **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 2020-21

FULL MEMBER	<ul> <li>\$25.00 PER YEAR</li> <li>Able to exhibit in Cardwell Gallery and Gift Shop.</li> <li>Receive e-mails of upcoming events and workshops.</li> <li>Discount on workshop fees.</li> <li>Attend and vote at meetings</li> </ul>										
ASSOCIATE MEMBER	<ul><li>\$10.00 PER YEAR</li><li>Receive e-mails of upcoming events and workshops.</li><li>Attend meetings.</li></ul>										
TYPE OF MEMBERSHIP (please circle) 📫	FULL ASSOCIATE										
	ame										
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 nam	e in the reference box as identification										
Signature of Nominee	Date										
OFFICE USE											
I, Member HRA hereby nominate the abovename	Welcome letter sent: Date:										
as a member of HRA	Added to member list Date:										
Seconded by (Exec. committee member) Added to email list Date:											

Artists	Gallery	Space	Agreement	-	
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This is an Agreement between

The Artist (Full Name)	
Address	
Artist contact details	
Т	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

Australian Government

**Australian Taxation Office** 

## Statement by a supplier

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.

## Section A: Supplier details

YO	ur	nan	ne																																		
Yo	ur	add	res	S																																	
Suk	ourb/	/towr	۱																											Sta	ate/	terri	tory	Pc	ostco	de	
Re	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 and has given the payer a written statement to the effect that the supply is either:																																				
	The supplier is an individual aged under 18 years and the payment does not exceed \$350 a week.																																				
	Th	ie pa d se	ayme	ent	do	es	not	ex						ding	an	y g	00	ds			wholly of a private or domestic nature (from the supplier's perspective).																
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	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.																																				
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## Section B: Declaration

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

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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)	
Signature of supplier (or authorised person)	Daytime phone number
	Date
	Day Month Year
Penalties apply for deliberately making a false or misleading statement.	Do not send this statement to us. 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.

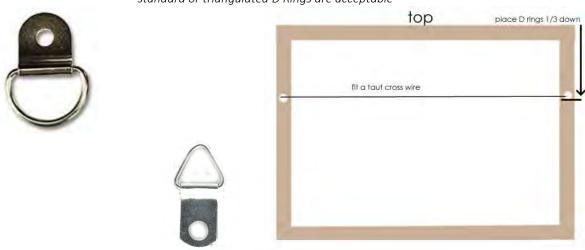
## Exhibitors CHECK LIST

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 <u>D Rings 1/3 down</u> from the top of the frame/top of canvas and it must have a <u>taut cross</u> 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 <u>in addition</u> 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.

