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## Terms, Conditions, and Guidelines for NOSILA Gallery

Thank you for your interest in exhibiting with us.

### Hanging & Removal of Artwork

The hirer can assist in the installation of artworks. This will take place between 10.00-4.00 on the Monday/Tuesday prior to booking period.

- The hirer will coordinate any installation with the gallery as required.
- The gallery does not provide items specific to the installation and only provides the existing fittings and fixtures for the duration of the booking period
- Wall hanging items must have D-rings/string/wire and be ready for hanging
- Any method to adhere, bind, attach or pin items for display must be approved by the gallery prior to installation.

The installation of display items should not cause alteration to walls, fixtures, fittings, appliances, premises, or facilities or any other internal or external feature of the gallery.

- Display items weighing over 10kg cannot be hung on the wall. If over 10kg, the hirer is to supply own easel or stand or other means to display the item
- Painting on walls as part of an installation must be negotiated with the gallery prior to exhibition
- Hanging drop wire and hook system is provided by the gallery in limited quantity

The hirer acknowledges and does not impede the gallery's duty to ensure all exhibitions & events are organised and carried out in a manner that is safe and accessible to visiting patrons.

- Any item not removed from the premises by the end of the booking date (or any alternative date agreed prior to the exhibition) will incur a storage fee of \$5 per day until removed
- The hirer will ensure the facilities, appliances and fixtures are clean and tidy and to the same standard as at the start of the booking period
- Where installation required more invasive measures or means to adequately meet the display requirements of the hirer, the hirer is to make restoration to the standard agreed or has made adequate financial contribution to restoration as agreed prior to the exhibition

## Exhibition Openings

It is the hirers responsibility to organise and promote their own exhibition opening, including the supply of all food and drinks. Openings will be held between 5.30pm and 7.30pm on a day agreed prior to hire (To note: gallery opening times are subject to change).

Glasses and platters are available for use and a representative of the gallery will be present during the opening.

## Photography and Promotion

NOSILA Gallery will promote the exhibition and opening through its social media platforms. It's encouraged for the hirer to promote the exhibition on their own social media platforms and amongst their own networks. The hirer must promote NOSILA Gallery wherever possible.

It is the responsibility of the hirer to coordinate the design and printing of any invitations and catalogues. The NOSILA Gallery logo and address should be included on such documents.

## Hanging Fee (as of 1 July 2023)

- Entire venue hire - \$650 per fortnight, payable prior to exhibition
- Large wall hire - \$300 per fortnight
- A \$150 non-refundable deposit is payable to secure the booking with submission of signed contract

## Sales, Commission and Payment Distribution

All sales attract a 20% commission retained by the gallery

- The hirer agrees to pay the gallery 20% commission on all sales during the booking period
- The hirer has knowledge of and has allowed for the commission and fee structure within their financial affairs

The gallery will pay the hirer for sales within 21 days of the booking end date

- The gallery will transfer to the hirer an amount for sales made during the booking period within 21 days of the end date of the booking period
- The amount the gallery transfers to the hirer will be the total of recorded sales less any commission, fees and charges due associated to the sale of items

## Insurance

- The hirer is responsible for insuring items brought into the gallery. It is recommended that the hirer have their own public liability for the full duration of the booking period.
- NOSILA Gallery does not provide insurance or coverage of any type for items damaged, lost or stolen anytime before, during or after the booking period.

## NOSILA Gallery Opening Hours

The gallery is open Wednesday to Friday, 9.30am–4.30pm and Saturday and Sunday, 9.30am–1.00pm. NB: The hirer is required to sit the gallery on Saturday and Sundays.

There will also be other opening times as arranged for workshops, gallery opening etc

## Labelling of artworks

Hirer is to supply their own artwork labels using the template provided by NOSILA Gallery before the exhibition opening. These must include the following:

- Name of Artist
- Name of work
- Media
- Price.

If an artwork is Sold it will be marked as sold but should remain in the exhibition until the end of the exhibition. If a customer urgently needs the artwork removed before the end of the exhibition, it may be removed with prior permission from the gallery.

## Artist's Bio

Please provide an A5 bio for display during the exhibition, with or without photo. And an A3 version or promotional poster to be displayed at entrance during the exhibition.

## HIRERS DETAILS AND ACCEPTANCE OF TERMS AND CONDITIONS

NAME: \_\_\_\_\_

NAME OF EXHIBITION: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

By signing, I confirm that I have read and accept the terms and conditions for exhibiting at NOSILA Gallery.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

### BANK DETAILS

Account Name:

BSB:

Account Number:

Registered for GST? YES NO

HIRE DATES: \_\_\_\_\_

A non-refundable deposit of \$100 is to be paid to secure your booking.

**Please pay to:**

NOSILA Gallery BSB: 062 005 A/C: 1166 5537

(use Surname and month of booking as reference)