



RADFORD COLLEGE

Artshow@Radford

RADFORD PARENTS & FRIENDS ASSOCIATION



Gala opening: Friday 31 May 2019 at 7:00 pm for 7:30pm
 Continues: Saturday 1 June and Sunday 2 June 2019 from 10 am – 4 pm
 Contact: Angie Walters, Art Show Convenor
 Email: artshow@radford.act.edu.au
 W: 02 6162 6290

TERMS & CONDITIONS for EXHIBITORS

1. Registration – by Wednesday 1 May

a) How to register

Please register by Wednesday 1 May. [Online registration](#) (via <https://www.surveymonkey.com/r/Artshow2019>) is the preferred registration method, please, as this will help us generate the catalogue accurately.

If you are not able to complete the online registration, please e-mail artshow@radford.act.edu.au for a registration form. The registration form requests details of your work as they will appear in the catalogue: artist name, name of piece, medium and price.

b) **Closing date** - registrations close on Wednesday 1 May.

2. Registration Fees

a) Amount of fees

Registration fees also include two free tickets per artist (valued at \$20) to the Gala Opening of the Art Show on Friday 31 May 2019, 7:00 pm.

\$25 per artist + item fees as below

Paintings, prints, photographs, sculpture up to a maximum of 6 items \$10 each item to \$50, sixth item free. (up to 5 unframed prints from same edition if framed version is entered and entry fee paid)	Other artworks, e.g. pottery, ceramics, glass, jewellery, woodwork (1) \$5 for 5 items (small items only) e.g. 30cm x 30cm
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b) **Payment of fees – due by Wednesday 1 May**

Registration fees should be paid by Wednesday 1 May by direct credit (electronic payment or via a financial institution branch) to the following account:

BSB: 633000; Account: 161226436; Account Name: Radford College Parents & Friends Association Inc **Please include "AS19" followed by your surname and initial (e.g. <AS19 NameA> in the direct credit reference field, so your payment is correctly assigned to your registration.**

Please keep a copy of your payment details yourself. A receipt will be provided when you deliver your art work.

3. Commission and payment for sold works

a. Commission

All works exhibited must be for sale. Sales commission of 25% (ex-GST) will be retained from the sale price for the Radford College Parents & Friends Association.

b. Payment for sales

Payment will be made by electronic transfer to the artist by close of business on Friday 7 June, unless prior arrangements have been agreed in writing between the Convenor and the artist.

Artists must provide bank account details for payments (account name, BSB, account number) as part of the online registration by Wednesday 1 May.

c. Provision of ABN

Artists ("suppliers") are required to provide an ABN as part of their registration

OR

they must provide the prescribed Australian Tax Office "Statement by a Supplier" as to why they are not providing an ABN. Artists should consult the Australian Tax Office if they need [more information about this statement](#).

4. Acceptable works and presentation

a. Original work

Artists may only exhibit their own work and copies of other creative artists' work will not be accepted.

b. Suitable subject matter

The subject matter of works exhibited must be suitable for display in a school environment. The decision of the Convenor or her delegate on suitability is final. Entry fees will be fully refunded if a work is deemed unsuitable for display.

c. Presentation

All items must be prepared for hanging/exhibition. Paintings should be framed to an appropriate standard and commensurate with the sale price, unless the nature of the work precludes framing.

5. Delivery and collection of works

a) Delivery

Exhibits are to be delivered to TB Millar Hall, Radford College, 1 College Street, Bruce, ACT between **4pm and 6pm** (ONLY) on Wednesday 29 May 2019.

b) Authorised agents for delivery and collection

Agents must produce written authorization (in the form provided at the end of this document) to deliver or collect work on an artist's behalf.

c) Collection by artist or agent

All unsold exhibits are to be collected from TB Millar Hall, Radford College, between **4pm and 5pm** on Sunday 2 June 2019 only - there is no collection available before 4pm on Sunday.

d) Uncollected unsold works

All care but no responsibility will be taken for work not collected by artists or their duly authorised agents from Radford College by **5.00 pm on Sunday 2 June 2019**. Any artist unavoidably prevented from collecting their work by this deadline must e-mail the Art Show Convenor artshow@radford.act.edu.au on that day so collection can be arranged without further delay.

5. Submission of images for publicity

a) Consent to use of images of art

By registering your work, you acknowledge that the Radford College Parents & Friends Association may include photos of your work in the publicity material for this show and future shows, with attribution to the artist.

b) Supply of images

If you wish to supply photographs of your work to be available for use in publicity, please ensure they are in 'jpeg 300 dpi' format with your name and the title of the work attached, and e-mail the images to artshow@radford.act.edu.au

6. Option to submit an artist profile

A folder of artists' profiles will be available during the show for potential buyers to view. Please provide material of no more than 5 A4 pages in length by e-mail to artshow@radford.act.edu.au or by deliver a printed copy when you deliver your art works. (*Note that artist profiles will be retained by the Art Show Committee*).

Suggested content of your profile is information on your art background and experience, details of prizes won, one-person exhibitions, shows entered, excerpts from reviews, etc.

7. Work not displayed

Artists acknowledge and accept that the Convenor has an absolute discretion not display a work.

Reasons for this decision may include, but are not limited to, the following:

- unsuitability due to subject (see 4b above)
- work was displayed previously for two or more years and unsold
- insufficient display space.

Registration fees relating to items not displayed will be fully refunded, and the convenor will use contact details supplied to advise artists prior to commencement of the show if a work cannot be displayed.

8. Liability for works

The display area will be staffed or secured while artworks are present, however exhibitors are responsible for the insurance of their work.

Neither Radford College Parents & Friends Association nor Radford College will accept liability for loss, damage or theft of an artist's work in the period between delivery and collection, howsoever arising.

Authorisation form p.4

ATO Supplier Statement p.5

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DELIVERY/COLLECTION AUTHORISATION FORM

Radford College, 1 College Street, Bruce, ACT, 2617

This form is to be completed and signed by the artist and presented to Art Show Committee staff by the authorised person (artist's agent) when:

- Delivering art work on the artist's behalf to the TB Millar Hall at Radford College on **Wednesday 29 May 2019 between 4pm-6pm;**

OR

- Collecting the artist's unsold art work from TB Millar Hall at Radford College on Sunday 2 June 2019 between 4pm-5pm.

I, Artist name _____

Artist signature _____

Artist contact phone number: _____

hereby authorise

Authorised agent's name: _____

Authorised agent's signature: _____

Authorised agent's contact phone number: _____

Artist to initial as applicable and strike through other boxes

To deliver (only) my registered artworks to TB Millar Hall at Radford College on Wednesday 29 May 2019 between 4pm and 6pm.

To collect (only) my unsold artworks from TB Millar Hall at Radford College between 4pm and 5pm on Sunday 2 June 2019.

To deliver AND collect my artworks at the times specified above.



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.

Grid for printing characters: S M I T H S T

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

Your name

Grid for entering name (two rows)

Your address

Grid for entering address (two rows)

Suburb/town

State/territory

Postcode

Grid for suburb/town, state/territory, and postcode

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).

Section B: Declaration

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)

Grid for entering name of supplier

Signature of supplier (or authorised person)

Large box for signature

Daytime phone number

Grid for entering daytime phone number

Date

Grid for entering 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.