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**Pre-Loved Re-Loved 2021: Artwork Submission Form**

**Exhibition dates: Saturday 20th Feb – 15 March February 2021**

**Terms and conditions**

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| **Question** | **Answer** | **Information** |

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| **When can I bring my artworks in?** | * **Mon 18 Jan to Fri 12 Feb**
* **Artworks will NOT be accepted during the weekend.**
* 10 am - 3 pm.
 | Late artwork submissions will **NOT** be accepted.Refusal often offends, please be prompt. |
| **Artwork condition** | **All** artworks and objects **must** be of a high standard, ready to install/hang and a realistic price.  |  |
| **What limits are there on size and how many works I can submit?** | * There are no limits on the size or number of artwork submissions.
* However, the Depot reserves the right to select and display works based on suitability and space availability.
 | **Please note:** Artists cannot sell their own artwork/s. |
| **I’m unsure what my work is worth, how do I price my works/will you help me?**  | The Depot can provide you only with a **guideline** for the pricing of your works. All sellers **must** have set prices upon submission of works. We recommend that you price your works realistically and affordably for the secondary market.  | We recommend that you conduct your own personal research on the current market trends or seek professional valuation and advice (Webb’s, Art + Object, International Art Centre, online auctions etc.). |
| **What’s the entry fee and commission rate?** | * $10 per work/item ‘sellers’ entry.
* **Commission Rate**:
* **25% commission** (20% for members) including GST on sold works under $1000
* For artworks sold for over $1000, an additional 5% commission will be deducted and go to the artist or artist’s estate (e.g. a total commission deduction of 30%).
 | The Depot supports the Artist Resale Royalties Association (ARRA). Copies of the updated publication will be available for purchase ($10 each).  |
| **When should I collect my unsold artwork?** | All unsold works **must** be collected from 1st to 4th March: | Due to a lack of storage space, any **uncollected works will be disposed of** at the discretion of the Depot Artspace. |
| **Can I volunteer to reduce my commission?** | You sure can! Sellers have the opportunity to volunteer their time as a **sole-charge** gallery assistant on a Sunday (11 – 1pm / 1 – 3pm or all day), and in return they will receive a reduced commission rate of 20% on all sold artworks (artwork submission fees per work still apply). If you are able to help, please fill out the form on the next page. Full training will be provided. | Preferred candidates are those with previous volunteering, gallery and/or retail experience. You should be familiar with POS systems and have an entry level understanding of computers.  |
| **When will I be paid for my sold artworks?** | Payments will be made after all sales have been processed, which can take up to one month.  | We appreciate your patience in getting through the high volume of post-exhibition administration.  |

**Re Loved Re Loved Registration**

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| **OFFICE USE ONLY****Owner:****Date:****Fee paid:** **Commission Rate:** **Member: Y/N** |

**By signing this agreement, I acknowledge and agree to the terms and conditions as stated above:**

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| **Artwork Owner Signature** |  |

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| **Artwork Owner: Full name** |  |
| **Contact Phone Number** **(cell phone/home)** |  |
| **Email** |  |
| **Bank Account** |  |

**Volunteering (sole-charge). Please tick which day/time suits.**

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| --- | --- | --- | --- |
| **Date** | **Morning 11 – 1pm** | **Afternoon 1 – 3pm** | **All day shift (11 – 3pm)** |
| **Sunday 7th Feb** |  |  |  |
| **Sunday 14th Feb** |  |  |  |
| **Sunday 21st Feb** |  |  |  |
| **Sunday 28th Feb**  |  |  |  |

**Artworks**

**Each artwork submitted MUST have a swing tag securely attached to the artwork with the sellers name, cellphone, artwork name and price**.

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| **Artwork Title** | **Artist** **(if known)** | **Medium** | **Retail Price** |
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|  |  |  |  |
| **Artwork Title** | **Artist** **(if known)** | **Medium** | **Retail Price** |
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Welcome to the Depot Artspace creative community! This annual membership ensures access to LOUD magazine, e-newsletters, invitations to exhibition openings and special events. As a member, you also have opportunities to exhibit in the Depot galleries.

To join Depot Artspace please fill out the Membership form below and drop it into our front desk, 28 Clarence St, Devonport Auckland 0624, during opening hours.

You can also pay online via direct deposit (Account #12 3015 0013510 00); please place your name and the word Membership in the reference section and email the form below to tracey.kitchingman@depotartspace.co.nz

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**Membership Form**

Individual $30 Organisation $40 Family $40 International $35 Student & UB $10

**Name ……………………………………………………………………………………………………………………………………………**

**New member/renewal (Circle one)**

**Landline ……………………………………………………………….. Mobile …………………………………………………………**

**Email ……………………………………………………………………………………………………………………………………………..**

**Street No…………… Street ………………………………………………………………………………………………………………**

**Suburb …………………………………………………………………. City/Post code ………………………………………………**