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

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**Pre-Loved Re-Loved 2020: Artwork submission form**

**Exhibition dates (Artworks): Saturday 8TH February – 18th March, 2020** (open from 10am – 4pm, refreshments available).

**Exhibition dates (Vintage Fashion): Saturday 29th February – Wednesday 18th February, 2020** (open from 10 – 4pm, refreshments available)

Thank you for submitting your high quality pre-loved artworks and vintage fashion pieces and accessories to the Pre-Loved Re-Loved exhibition. The Depot reserves the right to select works that it considers do not meet the criteria or the spirit of the PLRL exhibition.

**Terms and conditions**

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

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| **When can I bring my artworks in?** | **Works are to be submitted from:**   * Monday 27th January (12 – 4pm) **–** Friday 31st January (10 – 4pm). **Artworks will NOT be accepted during the weekend.** * Monday 3rd February (12 – 4pm) **-** Tuesday 4th February (10 – 4pm), 2020. | Late artwork submissions will **NOT** be accepted.  Refusal often offends, please be prompt.  As this is a pay and takeaway exhibition, we may require more works to fill in the gaps from the sold items. Please keep in touch via Facebook/Instagram and E-newsletter for further callouts for artworks. |
| **When can I bring my vintage clothing/accessories in?** | Your high quality and bespoke vintage items and accessories can be delivered to the Depot from **Monday 24th February (12 – 4pm) until Thursday 27th February (9 – 10am).** | Items submitted past these dates and times will **not** be accepted. |
| **Artwork/vintage clothing condition** | **All** artworks and objects **must** be of a high standard, ready to install/hang and a realistic price. Before delivery, please check for overall condition as warped, damaged or flimsy canvases, frames and/or sculptures will not be accepted. |  |
| **What limits are there on how many works I can submit?** | * There are no limits on the number of artwork or vintage clothing/accessory submissions. * In the event of over subscription of works to the exhibition, 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. |
| **What are the artwork/object size restrictions?** | * There are no size limits for artworks submitted. * Heavy items which require two or more people to lift/install will **not** be accepted. | Sellers will be asked to collect their works if a fault is discovered, and their seller’s fee will be refunded. |
| **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. | If you are looking for market value 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 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). |
| **How do I become a member?** | Great question, we’re glad you asked! We always welcome new members to the Depot whanau, please fill out the Membership form attached.  An annual membership to the Depot Artspace also offers exclusive opportunities to exhibit during the Members and Christmas Shows, as well as supporting your local not-for-profit creative community. |  |
| **Would my framed calendar poster be okay to submit?** | We are only accepting pre-loved and excellent quality fine artworks (paintings, prints, sculpture, vintage clothing and accessories). Mass produced posters/novelty items will not be accepted. |  |
| **What are the requirements for submitting artworks and vintage fashion?** | **Fine art:** Each artwork submitted **MUST** have a swing tag securely attached to the artwork with the sellers name, cellphone, artwork name and price.  **Vintage fashion:** Quality, vintage, bespoke, and designer fashion pieces will be accepted for sale and display. |  |
| **When should I collect my unsold artwork/clothing?** | All unsold works **must** be collected from:   * 18th (2 – 4pm) March - 20th March (10 – 4pm) * **Please NO collections during the weekend (21st and 22nd March).** * 23rd March (12 – 4pm) – 27th March (10 – 4pm) | 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. Failure to provide your bank account and/or personal details below may result in delays. Please make sure you fill out all of your details below. | We appreciate your patience in getting through the high volume of post-exhibition administration. |
| **We care** | The earth suffers as consumerism spreads. The Depot Artspace annual Pre Loved Re Loved exhibition supports sustainability by assisting to rehome art, objects and vintage fashion. | It’s cool to reduce, reuse and recycle. |

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

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| **Artwork Owner Signature** |  |
| **Gallery Manager Signature** |  |
| **Date** |  |

**Please fill in your details clearly:**

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| --- | --- |
| **Artwork Owner: Full name** |  |
| **Contact Phone Number**  **(cell phone/home)** |  |
| **Email** |  |
| **Postal Address** |  |
| **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 9th Feb** |  |  |  |
| **Sunday 16th Feb** |  |  |  |
| **Sunday 23rd Feb** |  |  |  |
| **Sunday 1st March** |  |  |  |
| **Sunday 8th March** |  |  |  |
| **Sunday 15th March** |  |  |  |

**Artworks**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Artwork Title** | **Artist**  **(if known)** | **Medium** | **Retail Price** | **Provenance (if known)** |
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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](mailto:tracey.kitchingman@depotartspace.co.nz)

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**Membership Form**

Membership means that you support Depot Artspace and its objectives. Circle the option that applies below:

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 ………………………………………………**

**Signature ……………………………………………………………… Date ……………………………………………………………..**

**Office paid ……………………………………………………………**  **Thank you!**