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**Christmas Pocket Pop-Up Exhibition, 2020**

**Artwork submission dates:** 16th, 17th, 18th, 19th and 20th November

**Install:** 26th and 27th November, 2020

**Exhibition:** 28th November – 16th December, 2020

**Opening**: Saturday 28th November (10 – 4pm)

**Terms and Conditions:**

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| **Question** | **Answer** | **Notes** |
| **What’s the theme?** | There is no specific theme this year, this is open to the artist’s own interpretation. | Have fun! |
| **What are the key dates?** | **Artwork submission dates:** 16, 17, 18, 19 and 20 November. **FINAL DAY Fri 20 Nov**  **De-install:** 16th December  **Unsold artwork collection**: 15th (10 – 4pm) and 16th December (9 – 12pm) | Late artwork submissions will **NOT** be accepted. Please be prompt, as refusal often offends. |
| **What are the artwork size restrictions?** | **Artworks requested to be**  **20cms x 20 cms (or sculptural equivalent).** | In fairness to your fellow exhibitors, please keep within this size limit. |
| **What is the price limit?** | Artwork can be priced up to **$200.00.** | This limit has been implemented to encourage more sales before Christmas and is an affordable way for our visitors to purchase unique artworks and gifts. |
| **How many artworks can I enter?** | Up to four (4) artworks maximum. |  |
| **Is there an entry fee?** | Yes, there is a $10 fee per artwork submitted (1 = $10, 2 = $20 etc.). | This fee covers all exhibition administration, installation/design, vinyl fee and promotional costs. |
| **What’s the commission fee on my sold artworks?** | Members: 20%  Non-members: 25%  Volunteers: 15% |  |
| **Can I volunteer to reduce this commission?** | Yes! Exhibiting artists have the opportunity to volunteer their time as a sole-charge gallery assistant on a Sunday (11 – 1pm / 1 – 3pm / all day), and in return they will receive a reduced commission rate (15%).  Artwork submission fees still apply. If you are able to help, please fill out the form on the next page. | This is a **sole-charge** volunteering role. Volunteers **must** be confident working with computers and POS retail systems and/or be familiar with the retail/gallery environment.  Full training, sale guidelines and phone support will be provided.  **Your reliability is key to ensure the gallery remains open on Sundays, as these are artist led on high trade days.** |
| **When should I collect my unsold works?** | The exhibition will wrap up on Tuesday 16th December (12pm onwards). | The Depot will be closing down for the Christmas break from Wednesday 17th December. You will not be able to collect your works after this time.  Due to a lack of storage space, any uncollected works will be disposed of at the discretion of the Depot. While we make every effort to make sure your work is safely stored, we cannot be held accountable or responsible for any damage or loss to your artworks during this time. |
| **Artwork condition** | The Depot will **not** accept wet, warped, unfinished or works deemed unsuitable for exhibition. |  |
| **When will I be paid for my sold artworks?** | All owed payments will be made into your nominated bank account after all sales have been processed. We will do our best to have payments deposited into your account before Christmas. | **Failure to provide personal and bank account details below may result in delays.** |
| **One more thing…** | **Each** **artwork** needs a label/swing tag on the back which states your name, artwork name, price and contact details (email and cell).  The Depot Artspace will provide swing tags. | To keep the gallery looking fresh, artworks may be moved around the gallery from time to time and labels do get damaged/lost.  Tags/labels on artworks help us to identify artworks and return them to their rightful owner. |

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| **For office use only:**  **Owner:**  **Date: \_\_\_/\_\_\_/2020**  **Fee paid: Y/N**  **Volunteering: Y/N**  **Commission Rate:** |

**Registration Form**

**Volunteering at the Depot:** Please select a shift/s you can help with

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|  | **AM SHIFT**  **(11 - 1pm)** | **PM SHIFT**  **(1 – 3pm)** | **Whole day**  **(11 - 3pm)** |
| **Sunday 29th November** |  |  |  |
| **Sunday 6th December** |  |  |  |
| **Sunday 13th December** |  |  |  |

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| **Artwork Owner: Full name** |  |
| **Are you a member** |  |
| **Contact Phone Number (cell phone/home)** |  |
| **Email** |  |
| **Bank Account\*Failure to provide this may result in payment delays for sold artworks\*** |  |

**Please fill out your submitted artworks below:**

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| **Artwork Title** | **Medium** | **Retail Price** |
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