

CASM TINY TREASURES CHRISTMAS ARTISTS' SALE 2023

TERMS AND CONDITIONS

Regional Criteria:

Artists living, working or studying within the Peel Region can apply to be part of the Tiny Treasures exhibition.

Artwork:

- Is to be 2 or 3 dimensional, not exceeding 30cm x 30cm x 30cm.
- Is original and of quality craftsmanship.
- Is suitably presented with no damage.
- Meets appropriate health and safety standards.
- Price does not exceed \$300.
- 2D works are fitted with appropriate hanging devices no less than 50mm from top of the artwork.
- Delivery and collection of artworks to and from CASM is the artist's responsibility.
- Each work is labelled with your name code and sale price on a removable sticker or swing tag, firmly attached but not glued to the back or underneath the artwork (e.g. CM15 \$55).
- Each work is to be catalogued on an electronic stock sheet, in Excel format, supplied by CASM that includes the name code and price as outlined.
- If any item is considered inappropriate it will not be included in the exhibition.
- Artists wishing to supply props to display their artwork MUST LIASE with the Gallery Development Officer to ensure they are appropriate.

Responsibility:

- CASM will take all due care with your work however takes no responsibility for the insurance of your artwork.
- CASM will not be held liable for damage or theft over the course of the installation or the exhibition.

Exhibition and internal Market Sales and Commission:

- All artwork and internal '*Marketplace*' items must be available for sale.
- The sale price will include 20% commission payable to CASM.
- Successful artists will supply an ABN or Statement of Supplier Form to CASM with delivery of artwork, along with a non-refundable \$22.25 administration fee.
- Successful artists will provide an artist statement and high-resolution image of their artwork to be included in the catalogue by the due date defines by CASM.
- Artist will be notified when more stock is needed and will provide updated stock sheets to CASM each time they bring new works into the gallery.
- EFTs for sold artworks and items will be presented within four weeks after the deinstallation of the exhibition.

Copyright and Marketing:

- Copyright of artwork remains with the artist.
- The artist will extend the right for CASM and the City of Mandurah to use images of the artworks, either on their own or in social contexts, for promotion and educational purposes. This includes collateral for digital, social and hard copy media.

Gallery Sitting:

- Sitting in the gallery during the exhibition is a great opportunity to observe how your work is received and to engage with your audience.
- Successful artists are invited to attend the gallery for a 3-hour shift during the exhibition to assist gallery staff and volunteers greet, serve and wrap purchases for customers. A roster will be available for artists to complete on the artwork delivery day.

CASM Outside Activation Spaces:

- The outside spaces at the CASM gallery are available for hire each weekend day during Tiny Treasures Christmas Artist's sale.
- The installation of a visually exciting presentation and sales during the day are the artist's responsibility.
- Artists will discuss their presentation concepts with CASM prior to installation.
- A safety check of the installation will be carried out on the day.
- The set-up is to be complete by 9.30am and pack up not prior to 3:00pm.
- A hire fee of \$52.25 is to be paid via invoice prior to the hire day.
- Sales are the responsibility of the hirer.
- No commission is charged for works sold.
- The hirer must provide a description of themselves and their work/items with a high-resolution image by the due date determined by CASM that may be used in the Tiny Treasures marketing campaign.

IMPORTANT DATES

7 August 2023	Applications open
7 September 2023	Applications close
15 September 2023	Successful applicants notified
By Friday 27 October 2023	Email Stock sheet: casm@mandurah.wa.gov.au Email artist statement Email high-resolution image - 2MB
Friday 3 November 2023: 8:00am – 5:00pm	Delivery and stocktake artwork and pay \$21 exhibition fee. Allow 20-60mins.
Friday 10 November artist & VIP	6:00pm
Saturday 11 November 2023	Exhibition opens to the public
Sunday 17 December 2023	Last day of exhibition
18-19 December 2023: 10am - 5pm	Unsold artworks to be collected
Late Jan/early February 2024	Artists paid
CASM Gallery open hours: Wednesday – Sunday, 10am – 4pm	