

## CASM GIFT SHOP – APPLICATION INFORMATION

Thank you for your interest in supplying the Contemporary Arts Spaces (CASM) Gift Shop with your works of art. Please read the following information and Terms and Conditions carefully.

### Selection criteria

Artwork supplied to the CASM Gift Shop must be the guaranteed original work of the Artist and meet the following selection criteria for assessment:

- contemporary, innovative, unique, and locally made;
- original and quality craftsmanship and finish, hobby and home crafts will not be accepted;
- comply with the size and presentation requirements listed in the table below;
- suitably framed or presented, cellophane packaging will not be accepted unless covering 2D prints or cards;
- compliant with applicable health and safety standards; and
- priced at less than \$200.

### Selection process

All applications are assessed by a panel of arts industry qualified and experienced City of Mandurah staff members against the CASM Gift Shop Selection Criteria listed above. Assessment is made via the images supplied by the applicant.

### Image dimensions

Artists must supply images in a high-quality output as outlined in the table below:

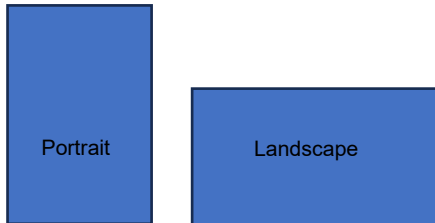
Image requirements	File title	File size
<ul style="list-style-type: none"> <li>• JPEG file</li> <li>• Minimum 300 DPI or 8 megapixels:               <ul style="list-style-type: none"> <li>• 2480 x 3508 pixels, or</li> <li>• 210 x 297mm,</li> <li>• 8¼" x 11¾", or</li> <li>• 300 PPI (pixels per inch)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Artist name - artwork title - photographer. See example below: Hugh Grant - Blue Door - Ross deHoog</li> </ul>	<ul style="list-style-type: none"> <li>• 3MB</li> </ul>

Artists can re-size their images using a free online tool like [Adobe Express](#)

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## Image formats

Artists must provide a variety of images of their work in both portrait and landscape format, allowing CASM to best market their work.



## File Naming

Artists must title the images of their artwork in the following format “**Full Name - Title of Artwork - Type of Artwork: i.e. Hugh Grant Blue Door 1**” and attach them to their online application or email the images to [casm@mandurah.wa.gov.au](mailto:casm@mandurah.wa.gov.au).

## Artwork Display

The Artist must ensure their artwork:

- be fitted with appropriate hanging devices (at least 5cm from top of the artwork) or suitable for presentation in a shelving system; or
- have an appropriate display fixture supplied i.e. an earring hanger; and
- be appropriate for display within a local government context.

Examples of artwork sizing and presentation outlined in the table below:

Artwork category	Size and/or presentation
Books	Up to A4, cellophane sleeve permitted
Cards	Up to A4, cellophane sleeve permitted
Ceramics	Up to 25 x 30 x 25cm
Gifts/Homewares	Up to A4 when packaged, cellophane packaging not permitted
Jewellery	
Photography	Up to A4, suitably framed and presented
Sculpture	Up to 25 x 30 x 25cm
Textiles	Up to 25 x 25cm when packaged or folded for display (i.e. scarves), cellophane packaging not permitted
2D Original	Up to A4 or 25 x 25cm, suitably framed and presented

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2D Limited Edition Print	Up to A4 or 20 x 20cm, cellophane packaging permitted
2D Retail Print	

Artwork deemed inappropriate for display at CASM's discretion will not be accepted.

## **CASM GIFT SHOP - TERMS AND CONDITIONS**

By submitting a CASM Gift Shop Application, the Artist agrees to have read and understood the following Terms and Conditions:

### **1. DEFINITIONS**

*Artist* means the individual or individuals applying to participate in the exhibition whose name or names appears on the application form.

*CASM* means the Contemporary Art Spaces Mandurah.

*Contemporary Art Spaces Mandurah Gift Shop* means the portion of 63 Ormsby Terrace building titled the 'Gift Shop' situated at 63 Ormsby Terrace, Mandurah.

*City* means the City of Mandurah.

### **2. APPLICATION**

The Artist must be over the age of 18 years. If requested by CASM, a copy of photo ID must be provided by the Artist.

All information on the online application must be true and correct.

The Artist must ensure that any artwork supplied to the CASM Gift Shop must be the guaranteed original work of the Artist and meets the following selection criteria for assessment:

- contemporary, innovative, unique, and locally made;
- original and quality craftsmanship and finish, hobby and home crafts will not be accepted;
- comply with the size and presentation requirements listed in the table below;
- suitably framed or presented, cellophane packaging will not be accepted unless covering 2D prints or cards;
- compliant with applicable health and safety standards; and
- priced at less than \$200;

### **3. INSURANCE**

CASM will take due care with the presentation and storage of the Artist's artwork, and will conduct regular stocktakes of Gift Shop inventory, however the Artist is responsible for taking out appropriate insurance for their artwork, as CASM will not be held liable for any damage or theft from the CASM Gift Shop.

### **4. COMMISSION ON SALES**

The Artist acknowledges and accepts the following:

- all artworks are held on consignment;

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- the artwork’s sale price must reflect its value and support the value of other artists’ artwork;
- CASM will advise artists of any stock sold at the end of each month;
- CASM may contact the artist at any time to request more stock; and
- stock will be rotated in presentation at the discretion of CASM.

The City will retain a commission of 20% of the artwork sales price (excluding GST, if applicable) for each item sold.

The City will pay the Artist the payment for sold works (including GST, if applicable), minus the commission fee, by direct deposit to the Artist’s nominated bank account monthly in line with the City’s creditor payment cycle (within 14 days of end of month balancing).

The Artist will provide the following information to CASM prior to the delivery of their artwork:

- their ABN or a completed [Statement by a Supplier](#) ATO form to CASM; and
- their nominated bank account details for direct deposit of payments for sold works;

**5. COPYRIGHT**

The Artist grants CASM the right to use images of the artworks or artworks in situ for promotional purposes, however, copyright remains with the Artist.

**6. DELIVERY OF ARTWORK**

The Artist’s artwork is to be delivered to the Gallery via appointment with CASM staff, between 10.30am and 3.30pm Wednesday to Sunday.

CASM accepts no responsibility for artworks damaged in transit to or from the Gift Shop.

**7. STOCK PROCEDURE**

The Artist is required to visit the CASM Gift Shop to assess the available presentation space prior to deciding appropriate works for display.

Works are to be catalogued and individually coded on an Excel spreadsheet as directed and supplied by CASM.

Every item must have a separate code line consisting of your combined artists code and number of work, category of artwork (as per list on page 1), artwork description and artwork price, as shown below.

Hugh Grant – code HG				
Artist Code	Item Number	Category	Item Description	Price inc commission

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HG	1	2D Original	Painting of a Blue Door	\$125
HG	2	Ceramics	Ceramic Swimming Goggles	\$160
HG	3	Gifts/Homewares	Screen printed T-Towel set	\$30.00
HG	4	Card	Blue Door	\$4.50
HG	5	Jewellery	Little book earrings	\$15.00

Each item must have a white sticker or tag firmly attached showing the artist code and price in clear black print **prior to delivery** to CASM, as shown below:



Display stock will be regularly rotated.

Artists may be asked to collect or exchange items that remain unsold after six months.

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For further information, or if you would like support with completing the online application process, please contact the Gallery by telephone (08) 9550 3989 or email:

[casm@mandurah.wa.gov.au](mailto:casm@mandurah.wa.gov.au).

## CASM GIFT SHOP – ARTIST AGREEMENT

Artist Name:	Phone:
Email:	ABN:
Registered for GST <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If not registered for GST a completed 'Statement by a Supplier' form must be provided.</i>
Bank Details:                      BSB                      Account Number	
<p>I agree to:</p> <ul style="list-style-type: none"> <li>have read, understood and comply with the CASM Gift Shop Terms and Conditions;</li> <li>uphold a high level of artistic integrity and quality in all artworks delivered;</li> <li>complete all allocated paperwork relating to CASM Gift Shop procedure;</li> <li>deliver my artwork to CASM by the due date;</li> <li>monitor my stock levels and supply further stock when requested;</li> <li>participate in the Featured Artist opportunity, if selected, where my work will be prominently displayed for the agreed period. I agree to supply an artist statement and additional stock if needed at this time.</li> </ul>	
<p>I understand that:</p> <ul style="list-style-type: none"> <li>commission of 20% will be deducted from my sale price which will assist with administration of the CASM Gift Shop. The balance of the sale will be directly credited to my nominated bank account;</li> <li>CASM and the City of Mandurah may use images of my artwork, or myself, or others with my artwork, to promote and market the CASM Gift Shop whilst I retain copyright;</li> <li>Gift Shop marketing may take the form of digital or print media.</li> </ul>	
Artist signature:	Date:
CASM representative signature:	Date:

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