



How to manage artwork sales

In the event of the sale of an artwork we require that the venue provider and the artist adhere to the following guidelines.

1. The artist **MUST** provide the venue with a receipt book, some adhesive red dots and a large (A4) envelope or lidded box (This should not cost anymore than \$5.00). The box or envelope must be clearly labelled with the artist's name and contact details. This must be given to the venue provider at the time of Artwork installation.
2. For the purpose of ensuring consistency and sound financial management, all artwork purchases are to be made through the venue.

Please note: If a buyer wants to purchase an artwork during a time that is busy for the venue provider. We suggest that arrangements be made to return at a time that is more convenient. The venue receives a 20% commission on all artwork sales.

3. At the point of sale on an artist's work please ensure that the following procedures are followed:

- 3.1 Inform the buyer that they are required to leave a non-refundable 20% deposit of the total sale price with the venue.
- 3.2 Artworks **MUST NOT** be removed prior to the completion of the exhibition (April 30th), to ensure a quality exhibition is maintained throughout the advertised dates.
- 3.3 The venue owner/ provider will need to issue a receipt for the deposit or full sale amount from the receipt book provided. Please ensure that the name address and phone number of the buyer is documented on this receipt. The money and receipt **MUST** be kept in the artist's labelled envelope or lidded box. A half red dot must be placed alongside the **SOLD** artwork once a deposit has been received. A whole red dot must be placed alongside the artwork if the full sale amount has been paid.
- 3.4 All artwork sales need to be fully paid by the completion date of the exhibition (30th April) otherwise the buyer's deposit will be forfeited unless a prior arrangement has been made between the buyer and artist. This deposit is retained in full by the artist to compensate the possible loss of sale from another potential buyer.
- 3.5 At the completion of the exhibition the artist **MUST** collect all money and receipts for artwork sales. The artist is responsible for arranging all accounts and financials. This **MUST** be undertaken within 14 days of the exhibition's completion.
- 3.6 Artists are responsible for calculating all financials and the distribution of 20% commission to businesses.
- 3.7 Artists are required to complete an acquittal document that list artwork sales, amounts of commission and feedback at the completion of the project and post to Tania Blackwell, Hobsons Bay City Council, PO Box 21, Altona 3018
- 3.8 No eftpos or credit card sales will be permitted unless agreed by the venue provider. This is to ensure that the venue provider does not incur fees, as well as and for sound financial management. As the exhibition runs for two months, this will allow a buyer to pay for their artwork purchase within a reasonable timeframe. Cash or Cheques **ONLY**
- 3.9 It is the artist's responsibility to contact the buyer of artwork at the completion of the exhibition and arrange delivery or pickup. In the case of an interstate purchase it is the responsibility of the artist to arrange freight and cover all costs incurred.

4. Privacy of the Artist

- 4.1 If a buyer or person takes interest in an artists work, we would appreciate if the venue provider could document the enquiry with name and number of the enquirer. It is then the responsibility of the artist to follow up this enquiry.

Please note: Due to many of the businesses being busy, it is the artist's responsibility to make regular contact with their venue. Please do not wait for the business to contact you.

We would like to thank you for your understanding with the requests outlined. The Artwork sale protocol has been devised to ensure the smooth operation of all aspects of artwork purchases within the venues that are part of Art in Public Places.

Businesses: Please retain this document to assist your staff in dealing with ALL matters regarding the purchase of Artworks

Any further enquiries please contact Tania Blackwell on 99321000.