



WESTERN PLAINS CULTURAL CENTRE



TERMS AND CONDITIONS

1. INTRODUCTION

These *terms and conditions* relate to **Dubbo Art Fair (DAF)**, and are the legal *terms and conditions* under which DAF will place Artwork/s on display at the **Western Plains Cultural Centre** from 22-24 September 2022. In these Terms, “**You**” means the individual or entity as the seller of the Artwork.

DAF

Dubbo Art Fair reserves the right to alter these *Terms* at any time. Please ensure you review these *Terms* frequently so that you are aware of any such changes. If you do not agree to these *Terms* then you should not sign this document or participate in the **DAF**.

ABOUT US AND OUR SERVICES

The **Dubbo Art Fair** is a program developed and managed by the **Western Plains Cultural Centre** and **Dubbo Regional Council**.

The services we make available through the **DAF** comprise;

- The provision of a display space free of charge within the Dubbo Regional Gallery, during the period Friday 22 September – Sunday 24 September 2022. Size of allocated space to each artist will be made at the discretion of the Cultural Development Team based on number and size of works.
- Online listing of artist details on the Western Plains Cultural Centre/DAF website with a link to your provided website or social media page. Listing details are made with the content provided by stallholders, any errors or omissions must be communicated to the **DAF** team as soon as possible.
- Provision of opening event to launch the **DAF** Event.
- Branded social media content for you to share on your own social media accounts.

EVENT DETAILS

- Set up and installation will take place from 9am to 5pm on Thursday 21 September.
- Installation will be led by Curatorial staff, and follow relevant OH&S requirements.
- Stallholders must remain on site to attend their booth from 10am – 4pm on Friday 22, Saturday 23 and Sunday 24 September. Stallholders must be set up and ready to trade comfortably by the advertised times.
- Stalls must be packed up and clear of all content by 11am Monday 25 September 2022. Stallholders will not be permitted to pack up and clear their site before the end of the advertised trading hours. De-install will be led by Curatorial staff and follow relevant OH&S requirements.
- Each stallholder will be provided with two tickets to the opening night event on Friday 22 September. Stallholders should attend this event On Friday 22 September to support their stall. Event starts from 5pm - 8pm.

CONDITIONS OF SERVICES

- **DAF (Western Plains Cultural Centre/Dubbo Regional Council)** will not handle or manage any financial transactions or sales.



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- **DAF (Western Plains Cultural Centre/Dubbo Regional Council)** will not take any payment or commissions on works
- **DAF** will allocate the position of your stall. Stallholders must provide their own infrastructure i.e. tables, if you are unable to do so please notify the **DAF** team to arrange for tables to be made available.
- Following the approval and acceptance into **DAF**, if you are unable to attend this event, you are required to notify the **DAF** team of your inability to attend at least 48 hours before the commencement of **DAF**.
- Stallholders must ensure that they remain within their allocated space and not impede the flow of pedestrian traffic. **WPCC** Staff will routinely monitor the space throughout the duration of the event to ensure these requirements are being adhered to.
- **DAF** will not hold, ship, transport or store any works. The storage and transportation of all works prior, during and following **DAF** is the responsibility of the stallholder.
- Stalls may remain installed overnight and will be secured each evening with the closure of the **Western Plains Cultural Centre**.
- The **Western Plains Cultural Centre** is secured by 24hr monitored alarms and evening patrols, as well as closed circuit video.
- At the conclusion of this event, stallholders must remove all their own rubbish from the site.
- Please be aware that stallholder will need to cooperate with **WPCC/DRC Staff**, in instances where necessary at the discretion of the organisers that stallholder may be moved. We will attempt to accommodate all reasonable requests from stallholders.
- Stallholders agree to their stalls and works being photographed and the photographs to be used to promote **DAF** in any media collateral.
- Preference will be given for Artists residing in the Dubbo Regional Council Local Government Area.

ARTWORK RIGHTS

- You warrant that you are the creator of the works for sale.
- Any works for sale on behalf of a secondary party must include their acceptance and permission given, as indicated with a signature in *appendix 1*.

SERVICE LIMITATIONS

- **DAF (Western Plains Cultural Centre and Dubbo Regional Council)** will provide support where possible to each artist for installation and set-up. Stallholders should provide specific requirements or materials for installation of artworks and all artworks should come ready and prepared for installation. i.e preferably with 2 x d-rings on the rear of the work.

SECURITY AND SAFETY

- It is a requirement of the exhibition period that the signatory (exhibitor) remains on site and with their booth from 10am – 4pm on Friday 22, Saturday 23 and Sunday 24 September.
- **WPCC/DRC** will not be liable for any loss of cash.
- A nominal insurance value of \$3000.00 will be placed on each stall. This amount is coverage for FULL loss of works in the event of facility loss or destruction. This is not the amount that will be paid to stallholders for damage to works during the event, but rather the insurance valuation used to assess potential claims of loss in the event of the sites destruction. If the Insurance value is higher than this amount, then please note here \$_____
- The Stallholder agrees to follow **WPCC Staff /DRC Staff** reasonable instructions, including those given by authorised staff at the site of the exhibition, regarding matters of safety and security of the works and their handling, packing, unpacking, conditioning, installation, and



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shipping for the Exhibition. Stallholders are responsible for ensuring that risk to persons or property are identified and controlled to reduce injury or damage to persons or property.

- All electrical equipment and cords are required to be tagged and tested with current certification, prior to being used in the space.
- The Stallholder agrees to undertake and sign off on a site induction process and to abide by the standards of Safe Work as established by Dubbo Regional Council.
- Failure to abide by any of these conditions will result in your exclusion as a stallholder.