

Sprout

Coffee Food Art



Artist Application Form

Step 1: Getting Started - How to Apply?

Application & Supporting documentation must be submitted via email:

- Completed Application Form
- Portfolio images of artwork to be displayed **(High Quality JPEG or PNG Files)**
- **Optional:** CV/ Biography of the artist or curator

Step 2: What is our Selection Process?

Space will be determined by the following factors:

- Available space with competing artist's & diplays
- Variable prices, items & styles for customers

Once reviewed, we will be in contact via SMS, Phone or Email to confirm suitability.

Step 3: What are the Artwork Requirements?

The Applicant must ensure that all artwork/ items submitted are:

- Original & created by the Applicant,
- Not in violation of any copyright or intellectual property rights,
- Does not contain any offensive material.
- Artwork(s) **MUST** have suitable frame/ backing prior to submission.

Step 4: Who Provides Stock Lists & Labels?

You **MUST** provide a typed stock list via email.
You **MUST** send this list at least **7 days prior** to the delivery of stock, to the shop.
For Artists: Sprout will provide and fit labels onto all artworks.
For Makers: Applicant is to supply and fit all labels on all items.

*Please carefully read the full **Terms & Conditions** for **detailed instructions** on the entire process.*

Failure to follow & comply with these T&C's will affect the processing of your application.



Please email this form & attachments to : info@sprout.asn.au

Artist Application Form

Sprout
Coffee Food Art
87 Magellan Street, Lismore NSW 2480
02 6627 5000 (Multitask HQ Office)
www.sprout.asn.au

Personal Data Information

Full Name :

Trading Name :

ABN (if applicable) : Registered for GST?

Address Street :

Town : State: Postcode:

Email Address :

Mobile : Landline :

OFFICE USE ONLY Photo ID Provided by: ☐ Email attachment ☐ Scanned by staff

Social Media Accounts

Website : Etsy Shop :

Facbook : Instagram :

Nominated Bank Account Information

Account Name :

BSB Number : Account Number :

Information On Artwork

What type of pieces do you want to exhibit ? ☐ ARTIST ☐ MAKER ☐ OTHER

Please list other

Please attach HIGH QUALITY photos of your artwork, in JPEG or PNG formats.

OFFICE USE ONLY:
Artwork Display Dates:

Signature Of Artist

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Artist Information

IMPORTANT: All information provided on this page may/ will be used word for word in any advertisements by Sprout.

Artist Statement :

1 to 2 sentence message about yourself / your art.

Artist Bio :

E.g. How long have you been making art?

What mediums do you work with?

What's your inspiration?

What message / feeling are you trying to convey?

Any hopes for future projects? etc

Art on Display :

Items that will be displayed at Sprout, include the following information:

- *Title of artwork or an identifiable description of the item (e.g. blue & yellow crochet scarf)*
- *Artwork/ item size*
- *Materials used (artists only)*
- *Price per item*

REMINDER:
*Artwork(s) will **NOT** be accepted, if it does not have suitable frame/ backing **PRIOR** to submission.*



***Lismore Art & Framing** is a local business that can assist with frame/ backing. Their website is www.lismoreartandframing.com.au*

***Disclosure:** Sprout has no affiliation with Lismore Art & Framing. Sprout takes no responsibility, for any positive or negative outcomes, that may or may not occur if anyone uses their services, after reading this suggestion.*
We encourage you to ALWAYS do your own research.

Signature Of Artist

Artist Application
Terms & Conditions

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1. Introduction

These Terms & Conditions ("**Terms**") apply to all artists ("**Applicant**" or "**you**") submitting an application to display artwork(s) and/ or item(s) at Sprout ("**the Gallery**", "**we**", "**our**", or "**us**"), owned by Multitask. By submitting an application to display, the Applicant agrees to comply with the following Terms & Conditions:

2. Application Process

a. Applications must be submitted via email, along with the required supporting materials. This includes, but is not limited to:
- **i.** Application Form - including the artist statement or exhibition proposal, artist bio & art on display,
- **ii.** Photo ID - photo of hardcopy card or screenshot of electronic photo ID or by providing a hard copy card to the coordinator, to either scan a paper or electronic copy or sight validity of ownership,
- **iii.** Portfolio or digital images of the artwork(s) intended to be displayed (High quality JPEG or PNG format),
- **iv.** OPTIONAL: CV/ Biography of the artist or curator.

3. Selection Process: **IMPORTANT:** ***All applications are subject to approval by Sprout.***

a. Approval will be determined by many factors, including but not limited to:
- **i.** Available space,
- **ii.** Avoiding doubling up on similar artistic styles and/ or items,
- **iii.** Current sales trends and market demands
- **iv.** Variable price range available to customers.

4. Artwork Requirements

a. The Applicant must ensure that all artwork(s) and/ or item(s) submitted are:
- **i.** Original & created by the Applicant,
- **ii.** Not in violation of any copyright or intellectual property rights,
- **iii.** Not contain offensive, inappropriate or discriminating imagery or wording,
- **iv.** Artwork(s) **MUST** have suitable frame/ backing prior to submission.

5. Stock

a. You **must** provide a typed stock list via **email**.

b. This **must** be sent at least **7 days prior** to the delivery of stock; to the shop.

c. You can provide your stock list in this application form; **on page 2, section "Art on Display"** or provide another electronic document, if there is not enough room in the provided section.

IMPORTANT: *We will **NOT accept** any stock on site, without the stock list provided in advance.*

Stock List MUST Include The Following Details:

For Artists:	NAME	**For Makers:**	NAME	**Example:**
	TITLE		TITLE	Bob Smith
	SIZE		SIZE	"Summer Breeze"
	MATERIALS USED		RETAIL PRICE	40w x 60h CM
	RETAIL PRICE			$100.00

6. Labels

a. For Artists - Labels will be supplied and fitted by Sprout, on the back with - NAME, TITLE & RETAIL PRICE.

b. For Makers - Labels will be supplied and fitted by the Applicant, on front of item(s) (visible to customers) and needs to include the applicant's NAME or INITIALS & RETAIL PRICE.

IMPORTANT: *Items not priced or labelled in the above way will **not be accepted** into the store or displayed.*

7. Sales, Commission & Refunds

a. Sprout will act as the intermediary between the artist and the buyer.

b. Sprout will retain a **commission of 20%** (GST Free or Inc' GST - if applicable) from the sale price; of any artwork sold during the display period. ***E.g.*** *Item sold is $100; commission is $20 & applicant's profit is $80.*

c. All sales are final and payment for sold artwork will be made to the artist within **10 days** of the finalised sale, minus any commission owed to Sprout.

d. Sprout's commission is a **non-refundable** expense to the Applicant. If a refund (partial or total value) is processed to the buyer, for any reason, Sprout's commission will still be charged to the Applicant.

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8. Shipping of Items

a. Applicant is responsible for organising shipping and delivery and all costs involved.

9. Insurance

a. While artwork(s) and/ or item(s) are held at Sprout, we will take reasonable care to protect all displayed works. But they are supplied with the knowledge that Sprout does **NOT** accept liability for:

i. Loss of artwork(s) and/ or item(s) - while in transit to and from Sprout & while on Sprout's premise,

ii. Damage to artwork(s) and/ or item(s); caused by, but not limited to, accidents, vandalism, electrical hazards/ faults/ fires and natural disasters - while in transit to and from Sprout & while on premise,

b. The Applicant is responsible and encouraged to arrange their own insurance coverage for their artwork and/ or items, during transport and while displayed at Sprout.

10. Natural Disaster Procedure

a. The applicant is responsible to collect and remove all works and any displays, if a natural disaster is anticipated. **IMPORTANT:** *Sprout will **NOT** take any responsibility in the removal of these items.*

b. Sprout will contact the applicant (using contact details from this form) by **1x SMS** & **1x Email** to advise if emergency procedures have been activated & items need to be collected prior to building closure.

i. It is the applicant's responsibility to update Sprout prior, regarding any changes to contact details.

11. Copyright, Reproduction & Social Media

a. The Applicant retains the copyright to their artwork. However, by submitting an application, the applicant grants Sprout the right to reproduce images of their work and use exact wording from page 2, "Artist Statement" & "Artist Bio" & "Art on Display" for promotional purposes, including:

i. All print & digital media marketing,

ii. Social media,

iii. Exhibition catalogues,

iv. Press releases.

b. The Applicant may request, in writing, that certain images not be used in specific publications or media. Spout will consider such requests but is not obliged to comply.

12. Liability

a. Sprout is not responsible for any loss, damage or theft of the artwork during the submission, display period, or de-installation process, except where negligence by Sprout can be proven true.

b. The Applicant agrees to indemnify Sprout against any claims or damages arising from the submission or display period or de-installation process of their artwork.

c. The Applicant agrees to indemnify Sprout against any claims regarding legal action taken; due to copyright infringement or violations of intellectual property rights or buyer & seller refund disputes.

13. Conduct and Responsibility

a. The Applicant agrees to comply with all of Sprout's policies, including health and safety regulations, conduct codes, and any specific requirements set forth by Sprout in relation to the display period.

b. Sprout reserves the right to remove any artwork or individual from the shop if it violates Sprout policies or local laws. Terminating this agreement; effective immediately.

14. Changes to Terms

a. Sprout reserves the right to amend these Terms at any time without prior notice.

b. Any such amendments will be communicated to current Applicants via email and/ or through Sprout's website. The revised Terms will apply to all future applications.

15. Governing Law

a. These Terms are governed by and construed in accordance with the laws of New South Wales in Australia. Any disputes arising under or in connection with these Terms will be subject to the exclusive jurisdiction of the courts of New South Wales.

16. Acceptance of Terms & Conditions

By submitting an application to display artwork(s) and/ or item(s) at Sprout, the Applicant acknowledges that they have read, understood and agree to be bound by these Terms and Conditions.

Signature Of Artist