

EXHIBITOR AGREEMENT

This is an agreement between The Creativity Centre Incorporated trading as Scattered Arts
A.B.N. 31 969 815 811 ("Scattered Arts")

and

(print name) ("the Exhibitor")

SHOP LOCATION & HOURS

Scattered Arts is located at Shop 3, 117 Edith Street, Wynnum, Queensland, 4178

Scattered Arts trades as follows:-

Tuesday to Friday – 9.30 am to 4.00 pm;

Saturday – 9.00 am to 2.00 pm.

We reserve the right to amend trading hours based on public holidays, customer habits, and other events including but not limited to Easter, Christmas, and New Year.

EXHIBITOR SPACE

All stock is displayed at the discretion of Scattered Arts' curators and is arranged to give each Exhibitor equal visibility within the shop including the display in the front window.

Exhibitors are not to rearrange, add, or remove stock without prior notification to the Scattered Arts curators.

Note: Volunteer staff are permitted to replenish stock when items are sold only with an item similar to the piece sold by that particular Exhibitor.

FEES, COMMISSION, & RENTAL

1. An annual membership fee of fifty dollars (\$50.00) is payable by all Exhibitors who must first be accepted as members of Scattered Arts;
2. Monthly rental is to be paid as follows:-
 - (a) A fee of fifty dollars (\$50.00) per month; or
 - (b) A fee of thirty dollars (\$30.00) per month with two (2) volunteer roster days in store at Scattered Arts (training provided) within the trading hours as stipulated above;
3. Commission on each item sold is twenty percent (20%). These amounts are subject to change at the discretion of the management committee. Scattered Arts is a not-for-profit collective and the commission fees are apportioned to all outgoings for Scattered Arts including but not limited to rental, electricity, telephone and internet, promotion and external markets and exhibitions, and all other costs associated with management and leasing.

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4. Payment of sales and rent is at the discretion of the Exhibitor's agreement with the management committee.
5. Sales are deposited into the Exhibitor's nominated bank account (as detailed in "Exhibitor Information") and the Exhibitor will receive a monthly sales statement.

SCATTERED ARTS OFFER

1. Space to display your pieces at Scattered Arts which is staffed by volunteers;
2. Monthly reports outlining sales;
3. Monthly members meetings (and morning tea) providing insight into trade and the running of Scattered Arts as well as the opportunity to liaise with other Exhibitors;
4. Promotions including but not limited to social media, flyers and signage;
5. Opportunities to participate in other creative exhibits and shows such as BVAC Coot-tha Richard Randall Gallery, the Shire Clerk's Cottage Market at Waterloo Bay Leisure Centre (Tingal Road, Wynnum), and other events throughout the year;
6. Prompt and courteous responses to queries or concerns from customers.

EXHIBITOR OBLIGATION

1. To provide high quality handmade stock for sale in Scattered Arts;
2. To maintain a good stock level;
3. Social media posts and tags showing the greater community that your products are stocked at Scattered Arts;
4. Clear communication and feedback to be raised in a purely professional way;
5. Fees to be paid on time;
6. All pieces to be approved by the Scattered Arts curators before being added to inventory;
7. Be courteous to other Exhibitors, management staff, and volunteers;
8. In the event of termination, correct procedures must be followed (as outlined in "Exhibitor Termination").

STOCK

All stock brought into Scattered Arts must be approved by the Scattered Arts curators. Scattered Arts has a focus on high quality exclusively handmade pieces and all decisions to add or deny approval are at the discretion of the Scattered Arts curators.

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Stock must be added by the Exhibitor as follows:-

1. After approval by the Scattered Arts curators, each piece/item is to be added into the Scattered Arts inventory folder and iPad inventory (training is provided);
2. Each piece/item is to be clearly labelled with the artist code, item code, and the sale price;
3. Where possible, a Scattered Arts sticker or tag is to be placed on the item to help promote visibility for Scattered Arts;
4. It is the Exhibitor's responsibility to maintain their inventory and stock levels on both the Scattered Arts iPad and in the inventory folder.

STORAGE

Scattered Arts provides storage space for excess stock. Exhibitors are required to supply a stock box for excess stock to be added to the shelving space in Scattered Arts' back room. The stock box must be clearly marked with the Exhibitor's name and artist code. Please ensure all stock in the stock box is entered into the Scattered Arts iPad inventory and inventory folder, and clearly labelled with the Exhibitor's artist code, item number, and price.

EXHIBITOR TERMINATION

Exhibitors must give two (2) weeks notification in writing to the management committee of Scattered Arts.

Exhibitors must follow the below procedure with respect to removing stock from Scattered Arts:-

1. After the two (2) week notification period has lapsed the Exhibitor can remove stock from Scattered Arts;
2. The Exhibitor must present an inventory of all stock to be removed from Scattered Arts;
3. The inventory must be signed by both the Exhibitor and a member of the committee, the Scattered Arts curators, or a volunteer staff member on roster on that particular date;
4. Scattered Arts reserve their right to terminate this agreement immediately and without compensation if the Exhibitor does not comply with the terms and conditions as outlined. Scattered Arts is a not-for-profit collective and will not tolerate any mistreatment of staff, other Exhibitor, or customers in the shop.

EXHIBITOR AGREEMENT

EXHIBITOR INFORMATION

Name:

Business Name (if applicable):

ABN (if applicable):

Email:

Phone Number:

Instagram Handle:

Facebook Handle:

Bank details (where you would like your funds transferred):

Account Name:

BSB:

Account No.:

TERMS AND CONDITIONS

This is an agreement between Scattered Arts and you, the Exhibitor.

By signing this agreement, the Exhibitor agrees to the following:-

1. Scattered Arts will display and sell your stock as outlined above;
2. This agreement can only be terminated as outlined in the Exhibitor Termination clause;
3. Scattered Arts accepts no responsibility for stock placed/stored at Scattered Arts and the Exhibitor agrees to indemnify Scattered Arts of any loss incurred within the shop.
4. The Exhibitor agrees to enter stock and label clearly as outlined in this agreement;

I,, the Exhibitor, agree to the terms and conditions as outlined in this agreement.

Exhibitor signature:

Date: / /

Scattered Arts signature:

Name (printed) of Signatory:

Date: / /