

## **ARTIST GUIDELINES**

We love supporting new and upcoming artists in the Bunbury Area, and we do this by providing wall space to display artwork, marketing the exhibitions, and facilitating the sale of the works.

We have set up these guidelines for artists and community art groups to follow when applying to display their work. If you have any other questions, please feel free to contact us via email:

[hello.caffez@gmail.com](mailto:hello.caffez@gmail.com)

Caf-fez will exercise discretion in inviting artists to exhibit based on the themes, mediums used, and volume of work proposed. If you would like to submit your work for consideration, please email us some examples of your work and a little bit about yourself and your craft.

## **THE SPACE**

We have five sections of wall available for exhibitions, all with picture rails just off the ceiling height. Depending on their weight and the clearance from customer seating, works may be stacked in two lines.

Two spaces in the main dining room cater for hanging space measuring 4600mm wide by 1600mm high each.

Three in our side room measure 3900mm x 1200mm, 3400mm x 1200mm, and 2500mm x 1200mm respectively.

Height clearance is intended to avoid the risk of damage that could occur if they were too close to customer contact.

It is preferred that you visit the venue prior to hanging day to confirm the suitability of your pieces, and to plan their positioning.

## **PRESENTATION**

The works must be presented as a complete collection of work, and should either all sit well together aesthetically (for independent artists), or be of a similar theme or medium (for community groups).

All works need to be neatly mounted or framed, or otherwise secured (such as for mixed media pieces). We will hang the works securely in the agreed layout.

Typically, purchasers are very keen to take their works home with them on the day of purchase. Should this occur with more than 7 days remaining, artists will be invited to replenish the exhibition.

### **ARTIST AND ARTWORK DETAILS**

Successful applicants will need to provide a short blurb about yourself and your contact details to be displayed on the wall, and secure a title/price card to each piece. There is also space for you to provide business cards on our counter if you like.

### **COMMISSION POLICY**

Incorporated Community Groups selected to exhibit are invited to present and sell their works commission-free.

Works of individual independent artists shall be subject to a 10% commission - being for hanging time and materials, and sale processing - and this should be factored in to the pricing of each piece. The sale price, minus commission, will be provided to the artist as detailed below.

### **SALES AND PAYMENT**

If a customer wishes to purchase your work, we will be happy to handle payment (both cash and card accepted) on your behalf. Should a piece sell, we will contact you by phone, and secure the funds locally until you can attend the venue so we can sign the funds over to you. This would ideally occur within 48 hours to minimise security risks.

### **DROP-OFF & COLLECTION**

If you are selected to display your work, we will be in touch with you to discuss dates and durations. Please note that the best time to hang and remove artworks is after 3:15pm when the venue is closed.

In order for us to give equal opportunity for the next artist, please attend the venue to collect your art on the agreed date – we prefer to take the works down while the artist is present, to avoid moving, storing, and risking damage to the works.

### **RESPONSIBILITY**

While every effort is taken to keep the works safe from damage and theft, the artist agrees to hang their work at their own risk and Caf-fez is not liable for any damage to or loss of the artwork. It is recommended that the works be insured if this is a concern to the artist.

### **SHARE THE LOVE**

Finally, we love being able to share your work with our customers and we ask that you share the love about us with your friends and followers either through conversation or spreading the word on social media.

***Thank you for your interest in sharing your work at Caf-fez, and we look forward to hearing from you!***