

ROTARY CLUB OF HORSHAM EAST ART FAIR OCTOBER 2026

CONDITIONS OF ENTRY

1. There are TWO categories that Artists may enter:

CATEGORY A - cost \$100 - a single artist or group of artists/exhibitor may purchase the use of a bay measuring 7.32m long x 1.83m high (24ft x 6ft). There is no size limit for artworks in this category.

CATEGORY B - cost \$10 per artwork – Artists may enter UP TO two works to be hung in a bay alongside other artists submitting in this category. Works may not be larger than 1.3m x 1.1m.

2. All works must be the original work of the artist/exhibitor and be suitably framed or mounted for hanging.
3. All artists are to hang their works and bear all freight charges to and from the Fair.
4. The Rotary Club of Horsham East will insure artworks while they are at the Art Fair; however, artists are responsible for their artworks while in transit.
5. The Art Fair space will be open on Tuesday 6th of October 11am – 4pm and Wednesday 7th from 10am - 11:30am, for participants to hang/display their works: Doors will close on Wednesday 7th at 11:30am for judging.
6. The Art Fair will be officially open to the public from 1pm Wednesday, October 7th and open each day until Sunday, October 11th.
7. All works must have an 'Exhibit Label' with information corresponding to the typed list (see condition 15). Blank exhibit labels are supplied in this document for artists to print themselves.
8. All sales during the Art Fair are to be conducted by the Rotary Club of Horsham East.
9. The Rotary Club of Horsham East will retain a commission of 20% on all items sold. The remaining 80% of the sale proceeds will be paid to the entrant within one calendar month following the conclusion of the Art Fair.
10. Unsold works must be removed by the artist between 3.15pm-4pm on the last day (Sunday) of the Art Fair. Any unsold works not collected may be returned by the Club at the artist's expense.
11. The Rotary Club of Horsham East reserves the right to reproduce any exhibit for publicity purposes in any media, including the club's website & Facebook page.
12. The Rotary Club of Horsham East is the Organiser of the event and reserves the right not to display any work deemed offensive or otherwise unacceptable.

13. Any artist or group submitting in **CATEGORY A** must supply the following information by email to herc.artfair@gmail.com:

- *Typed list of works (Artwork title, Medium and Prices)*
- *Short typed bio (200-250 words)*
- *High-quality artist/group photo*

Any artist or group submitting in **CATEGORY B** must supply the following information by email to herc.artfair@gmail.com:

- *Artwork title, medium & price of artwork being submitted.*

14. The above details will be used to create a catalogue for guests and potential buyers. Failing to supply this information by the required date will result in being excluded from the program.

- The Club accepts no responsibility for any defect, error, omission or misdescription in the program

15. All artworks must be titled. Any artwork not titled will not be included in the Art Fair or the program.

16. The Rotary Club of Horsham East Inc uses social media and local media to promote the Art Fair. If a participant does not wish their details to be used in these media, they must notify the Art Fair Committee in writing at the time of submitting their entry.

17. All artworks must be available for sale.

18. Entry forms can be posted to ROTARY CLUB of HORSHAM EAST ART FAIR, PO BOX 396, HORSHAM VIC 3402 **OR** scanned and emailed to herc.artfair@gmail.com

19. **PAYMENT PREFERENCE** is by direct deposit to the Rotary Club of Horsham East

BSB 013-665 A/C 497713822 using GROUP or INDIVIDUAL NAME as the reference, otherwise payment by cheque to Rotary Club of Horsham East can be mailed with the Entry Form.

20. **ENTRIES CLOSE - September 15th, 2026**

***Artists/Groups in CATEGORY A with multiple artworks must supply an Excel Spreadsheet of artworks (See page 4 for details).** If you have trouble with this, please contact **Gary Green at herc.artfair@gmail.com or phone 0428 821 213.**

ENTRY FORM - CATEGORY A (\$100 BAY)

Individual /Group Name:

Group Contact Person:

Designated person as contact point for the whole group.

Phone:

Address:

Post Code:

Email:

Only ONE Entry form is required per group. Artists entering as a GROUP must arrange their entry with the Group Contact Person. Only ONE group bio, picture and artwork list are to be sent for the Art Fair program.

TAX NOTE:

CATEGORY A

To avoid paying withholding tax, the contact person will need to collect a signed form from each artist clarifying their Tax Registration Status (to be kept on hand during the Fair for presentation to the Club to finalise any sale).

CATEGORY B

To avoid paying withholding tax the Exhibitor will need to provide a signed form clarifying their Tax Registration Status (to be kept on hand during the Fair for presentation to the Club to finalise any sale).

TAX REGISTRATION STATUS

To be provided by Bay Occupant for each Artist Exhibitor making a sale.

The Rotary Club of Horsham East Inc is a service club not registered for GST, and we act as your agent for any sale of artworks at the Rotary Club of Horsham East Art Fair.

Under GST legislation, Artists are in one of the following categories (please tick one):

- ☐ 1. Have ABN & registered for GST (Sale price includes GST)
- ☐ 2. Have an ABN but NOT GST registered (Sale price excludes GST)
- ☐ 3. Hobby

ENTRY FORM - CATEGORY B (\$10 PER ARTWORK • MAX 2 ARTWORKS)

Artist's Full Name:

Phone:

Address:

Post Code:

Email:

I will be entering (1 or 2) artworks into the Art Fair in the CATEGORY B section. Artists entering up to two artworks, less than the maximum allocated size, do so via this form.