

1 Conditions of Entry

- What are the conditions of entry?
- Can the practitioner meet those conditions?

2 Title and dates of event

- Do you have enough time to produce and enter your work?

3 Name of organiser

- Who is putting on the event?
- What are their contact details?
- What is their business structure if not a public institution?
- What is the mission statement for/purpose of the event?

4 Venue information

- What is the nature of the venue and what security arrangements will be in place?
- What are the display spaces like?
- What are the hours of public access?
- When is the opening event?

5 Sponsor Information

- What are the names of the sponsors?
- What kind of business are they in?
- Which prizes are they sponsoring?

6 Acquisitive or non-acquisitive/prize money

- Is the prize/are the prizes acquisitive or non-acquisitive?
- If the prize is acquisitive, what type of acquisition is being offered (by purchase, with or without commission or by exchange for the cash value of the prize)?
- Who will own the work?
- How much is there to be won in prize money for which prizes?
- When and how will prize money be distributed?

7 Eligibility requirements/restrictions

- How many entries are allowed?
- Must all works be for sale?
- Are there any eligibility requirements based on citizenship/residency; gender; membership of a professional organisation or an Indigenous group; the age, dimensions, media or subject matter of the works?
- Any specific exclusions? Is there an assurance regarding the use of personal information?

8 Pre-selection

- Is there a pre-selection process before submission of the actual art/craft/design work?
- What material is required for selection?
- How will this material be used?
- Will this material be returned?
- When will practitioners be notified of the results?

9 Entry fees

- Will a receipt or tax invoice be issued?
- Will the fees be used for a particular purpose?

10 Labels

- How is work labelled?
- Is there a label provided?

11 Display of work

- How should works be prepared for display at venue?
- Are plinths provided for sculptures? Are systems provided for presenting works using video, sound, film, computers, television?

12 Packing and delivery of work

- How are works to be delivered and by whom?
- What is the timeframe for delivery?

13 Freight arrangements

- Are there any discounts for freight arranged by the organisers of the event?
- Are there specified collection points for work? Is payment for return freight required?

14 Insurance

- Will the organiser or venue insure the works?

15 Repairs

- If a work is damaged in transit or on display, what will happen?
- Who pays?

16 Reproduction of works

- How will art works be reproduced for publicity for the event?
- Will any other reproduction of the works take place? (If so, a licence should be negotiated and a fee should be paid.)
- If works are to be reproduced on the website what protection measures are in place?
- Will the design or images be used commercially?
- If so, how, where and for how long, and what licence fee will be paid?

17 Judging

- Who are the judges?
- To what extent will their decision on winners be accepted by the organisers?
- What are the criteria for choosing or rejecting works?
- When are the winners notified to all entrants?
- How will works that may breach obscenity, libel, defamation, invasion of privacy or copyright or other laws be dealt with?
- What mechanism is there to deal with disputes?

18 Opening Event / Announcing Winners

- When is the opening event? Is there a cost to attend? How and when will winners be announced?
- Are winning practitioners expected to participate in media and promotional activities?
- Will catalogues and news reviews be made available to artists as a record of the event?

19 Works for sale

- What is the ABN/GST status of the organiser?
- What level of commission will be charged?
- Who will issue Tax Invoices?
- What are the selling arrangements for GST and non-GST registered practitioners?
- If the event involves an auction, can practitioners set a reserve price for their work?
- What method of payment by purchasers is allowed and when is the purchase finalised?
- When and how can practitioners expect payment for sales of work?

20 Return of work

- Where, when and how should practitioners collect their work after selection has been made (for non-exhibiting works) and after the event (for exhibiting artists)?
- How much time is allowed to collect work?
- Are there any penalties or conditions attached to late collection?
- How will repacking be managed?
- Will practitioners' original or comparable packaging materials be used?
- Should practitioners label their packing material?