

*In-Habit.*

**International 2012**

**EXAMPLE AGREEMENT**

**EXAMPLE**

3 January 2012

Dear .....

RE: Punctum's *In-Habit International Arts Research and Cultural Exchange Program*

Punctum is delighted to be able to offer you an *In-Habit International Arts and Cultural Exchange* this year for **your proposal**, made possible with the support of Arts Victoria, and our partnership with *The Capital* – Bendigo's Performing Arts Centre, the La Trobe Visual Arts Centre, Workspace Australia, and the Abbotsford Convent.

Your proposal is to undertake the *In-Habit International* cultural exchange in **Morelia - Mexico**, hosted by the **Mexican Centre for Music and Sonic Arts, (CMMAS)**.

*In-Habit International* will see a period of artistic invention and intervention at the CMMAS in conversation with sectors of its local community for your **proposal**, with the results generated through your experience potentially leading to exhibition, performance, or presentation screenings as part of your Host Organisation's program.

Your *In-Habit International* experience runs from **September 1st 2012 to November 7th 2012**, as per agreement with your Host Organisation : **Mexican Centre for Music and Sonic Arts CMMAS**, Accommodation and cultural exchange hosting will be provided at: CMMAS affiliated accommodation hosts

You are required to organise your own travel arrangements, visas, travel and medical insurance.

### **1. Financials and reporting**

1.a. A total artist fee (towards travel costs and accommodation): **\$4000 (plus gst)** will be paid to you in one instalment on receipt of a Tax Invoice (Tax invoice to include ABN/ BSB/ ACCOUNT NUMBER, and whether you are registered for gst))

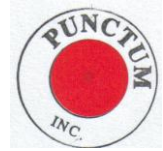
1.b. This will be paid to you by **1st of September 2012**  
**\$4000 AUD** (plus gst) on receipt of this signed letter and your Tax Invoice.

1.c. You will provide Punctum with a written interim report (500 word max) mid way through your cultural exchange program.

1.d. Upon your return you will be expected to provide Punctum with

- . **An in-depth written report on your activities**
- . **5 high-res images documenting the work**
- . **short animated video work 30 seconds – 1 minute** to promote your work developed during the *In-Habit International* program that can be exhibited via the Punctum website.
- . **a financial acquittal that includes tax invoices/receipts for travel costs and accommodation**

*This should be supplied to Punctum no later than 1 month after your return to Australia*



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### 2. Briefings, travel and deadlines

2.a. Punctum will seek to assist you where possible with the development of your exchange from the conceptual to the practical. It is a requirement of the *In-Habit International* program that you discuss the details of this support in an initial meeting with Punctum's Artistic Director and Punctum's Program Coordinator 2 months ahead of your departure.

2.b. You are also required to contact Punctum's Artistic Director and Program Coordinator within two weeks after your return to Australia from *In-Habit International* arts and cultural exchange to discuss your report, project outcomes, and possible future directions.

### 3. Roundtables and public presentations

3.a. Please be aware that as part of your *In-Habit International* Arts Research and Cultural Exchange your Host Organisation will ask you to make public presentations. Depending on your exchange and research, this can take many forms and may be linked to artist talks, open studios, gatherings, performances, exhibitions, running studio/workshops and Master classes. Your Host Organisation will negotiate this requirement with you.

**3.b. There will also be an informal public presentation on your *In-Habit International* experience upon your return at which you will be asked to make a short presentation on your work.**

### 4. Publicity and Promotional Material

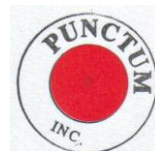
4.a. As an Artist Recipient of *In-Habit International*, you will use your best endeavours to

- supply suitable artwork, credits, promotional showreels required for publicity and promotion and archival purposes free of charge.
- grant Punctum and your Host Organisation **CMMAS**, a non-exclusive license to use, modify, reproduce, and communicate to the public the artwork, images, texts, and biographical material supplied by you to promote your *In-Habit International* project.
- ensure your availability free of charge for press, radio, and television calls as reasonable required for publicity and promotional purposes.

### 5. Insurance

5.a. You shall be responsible (to the exclusion of any liability on the part of Punctum and the Host Organisation - **CMMAS**) for obtaining and maintaining all necessary insurance policies as may be required by you to fulfill the terms and conditions of this Agreement. This shall include (but not be limited to) insurance for the your work, equipment and effects, and health and safety. You shall meet the costs of such insurance policies.

5.b..You shall provide copies of certificates of currency of the insurance policies as outlined in clause 5.a. if requested by Punctum Inc.



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**6. Acknowledgments**

6.a. Punctum's *In-Habit International* initiative must be acknowledged with the Punctum, Arts Victoria and your Host Organisation's logos on all printed and online materials, and include links to Punctum's website. Printed and online materials for any finished works resulting from the *In-Habit International Arts Research and Cultural Exchange* must acknowledge Punctum with the its logo and the following phrase: '*first presented as part of Punctum's In-Habit International initiative*'.

**7.Variation**

7.a. We understand that art sometimes takes unexpected turns. Changes to this Agreement may be possible but must be by negotiation. We will endeavour to accommodate changes where reasonably possible. Significant changes should be agreed in writing.

Please sign both copies of this letter and return one copy to Punctum. You should retain the other for your records.

We very much look forward to working with you in 2012 for your *In-Habit International proposal*.

Yours sincerely,

**Jude Anderson,  
Artistic Director  
Punctum Inc**

.....  
**Artist Recipient**

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