



## GALLERY & CREATIVE SPACE INFORMATION

- SPACE has two spaces - the gallery which incorporates the two large street facing windows and wall and floor space of about 10m x 5m x 3m, and a creative space for workshops and demonstrations 8m x 5m
- SPACE has white painted render walls and polished original (1890ish) wood floors
- SPACE is on a main thoroughfare of Coonabarabran and has tourist street signage.
- It is advised potential exhibitors visit the galleries prior to submitting an expression of interest application.
- Applicants may apply to exhibit and run workshops at the same time.
- Applicants should indicate which area they wish to book in the application.
- SPACE is suited to either solo or group exhibitions.

### EXHIBITION DETAILS

- Expressions of Interest are invited for the presentation of new work by artists working in any media.
- Expressions of Interest are also invited from Curators, who may like to develop an exhibition of new work by artists working in any media.
- Applications must be accompanied by:
  - Completed Expression of Interest application form.
  - Maximum of 10 images (or maximum of 2 per artist if a group show) of recent or indicative works – images should be digital (jpg supplied on device or by email).
  - Image list detailing works' titles, sizes, dates and materials.
  - A comprehensive one page outline/explanation of the exhibition's concept.
  - A one page CV of the artist/s involved.
  - Links to artists' websites are also accepted as reference material.

### GUIDELINES FOR WORKS EXHIBITED

- Artworks to be exhibited should be:
  - Less than 12 months old and not have been previously exhibited at the Arts Centre.
  - Presented in a professional manner.
  - Not be considered racist, sexist, or retrograde in current moral standards
  - Not be a copy of another work and hence breaks copyright laws.
  - Not be a work, health and safety risk or hazardous to the public.

### GALLERY CHARGES AND RATES

- Where artworks in the exhibition are for sale, a 30% commission will be deducted from the retail price by SPACE as a commission on each sale.
- Where artworks in the exhibition are not for sale, a hire fee will be paid for use of the gallery, as follows: Main Gallery: \$394.00 or \$352.00 for incorporated association within the Warrumbungle Shire; Creative Space: \$171.00 per day, or \$156.00 for incorporated association within the Warrumbungle Shire.

\* An artist may also exchange the takings from a workshop for rental of SPACE

### EXHIBITION OPENINGS

- SPACE will advertise openings through local media and social media
- Where exhibitors would like to provide complimentary drinks for guests, such drinks shall be supplied at the exhibitor's expense.
- SPACE will provide some food for the opening events, but exhibitors may also provide food, at their own expense, should they wish to do so.

- Where multiple exhibition openings occur at the same time, any complimentary food and / or drinks provided by the exhibitor shall be consumed by any and all guest attending the event.

### **EXHIBITION SALES**

- Sales during an exhibition will attract a 30% commission on the sale price of each work. Artists must take this into account when they price their work and setting the retail prices.
- A non-refundable deposit of 25% will be accepted at the time of sale to the customer, with the balance paid by the customer prior to the close of the exhibition.
- Artists will be paid once all sale income has been received, via a direct fund transfer. Artists are required to complete an Electronic Funds Transfer form, to ensure bank account details are correct.
- Prior to sales income being paid to the artist, the artist will need to supply either an ABN, or a Statement by Supplier form.

### **INSTALLING AND DE-INSTALLING THE EXHIBITION**

- Exhibitors need to advise of any equipment (plinths, extra lighting) that will be required to mount the exhibition on signing the Exhibition Agreement.
- All work must be presented, mounted, prepared for hanging, installation or display by the exhibitor/s and presented in a professional manner.
- Hanging mechanisms must be compatible with and within the weight limits of the hanging system in the Arts Centre. Work is to be hung using two flat D-rings, without wire. D-rings to be at least 5mm in size and attached at least 6cm from the top of the frame. Weight not to exceed 10kg.
- Exhibitors are required to assist with the layout of their exhibition, and shall be responsible for the physical hanging of their artworks, with assistance provided by SPACE staff and / or volunteers.
- Installation of three dimensional artwork must be discussed with the SPACE manager to ensure the safe entry and egress for SPACE users.
- No alterations to the venue or equipment may be carried out without prior written consent from the SPACE manager.
- It is the exhibitor/s responsibility to remove extraneous materials, packing or rubbish connected with an exhibition. There is no storage space for packing.
- Any damage to walls or equipment will incur and expense to the exhibitor.
- Exhibitors are to remove their work within two working days of close of exhibition.
- Works not removed may incur a storage fee.

### **INSURANCE**

- Artists must insure their own works while on display.  
SPACE has \$2million public liability insurance

### **AMENITIES**

- Kitchen/bar facilities are provided in the hire fee, including cutlery, crockery and glassware for official launches/openings. It is the responsibility of the exhibitor / user to ensure the kitchen/bar area is clean and tidy after use.

### **PUBLICITY**

- All advertising, invitations and catalogues must include the SPACE logo.
- The exhibitor is required to provide a draft of any additional advertising prior to publication so that it meets with SPACE criteria.
- SPACE staff are able to offer advice on promotion and publicity strategies, layout of catalogues and invitations (details supplied by artist).
- SPACE will print invitations and catalogues on a set range of papers.
- SPACE will promote the exhibition / exhibition opening in social media and local media
- Cost of any advertising will be borne by the exhibitor/s.
- SPACE is unable to offer financial assistance with any costs associated with mounting of exhibitions and / or extra publicity costs, other than those outlined above.

- All bills, advertising accounts, promotion and opening costs incurred for the exhibition will be the sole responsibility of the exhibitor/s and is not to be billed to SPACE, either by name or address.
- Any on-site signs or publicity for the exhibition requires approval from the SPACE manager

### **GST/ABN**

- It is the artist's / exhibitor's responsibility to be aware of issues and the ramifications of being a 'hobbyist', possessing or not possessing an ABN or issues with the claiming or charging of GST on their work.

### **GALLERY HOURS AND STAFFING**

- Normal gallery hours are Monday 10am - 2pm Wednesday - Friday 12pm - 4pm

### **WORK HEALTH & SAFETY AND SECURITY**

- The Arts Centre staff will instruct exhibitors about Emergency and Security Procedures and contact numbers.
- Exhibitors must obey all Safe Work Procedures when mounting exhibitions.
- All electrical equipment used in the SPACE must be tested and tagged in compliance with Australian standards prior to usage.

### **COPYRIGHT**

- Copyright of all work remains with the artist.
- SPACE reserves the right to document any work and maintain a digital database of works for publicity purposes with acknowledgement of the original artist/s.

### **ENQUIRIES**

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