

# GLOUCESTER GALLERY EXHIBITION POLICY



The exhibition program at Gloucester Gallery is an important part of our objective to promote Australian contemporary art & craft artists in rural regional Australia.

The exhibition program is planned one to two years in advance. Proposals are invited from individual artists, groups of artists or other galleries or cultural institutions and are viewed by the Exhibition Committee which meets once a month.

The Exhibition Committee aims to present a varied exhibition program reflecting:

- diverse media and disciplines in the crafts and contemporary design
- local as well as interstate and international artists
- work by individual artists or groups of artists
- significant relevant state and national touring exhibitions
- excellent work with regard to artistic merit and presentation
- exploration of contemporary issues
- personal expression

Exhibitions run for a period of four weeks, with exhibition openings, if they are held, on Friday evening or Saturday afternoon or evening.

Exhibition proposals for Gloucester Gallery should include:

- Current address and contact details of the proposing artist or coordinator
- Short biography or curriculum vitae of artist or artists involved.
- Short description of the concept, ideas or objects to be exhibited which includes how the proposal addresses some or all of the above criteria
- Preferred dates for exhibition
- Digital images of the work proposed or similar to the work proposed.
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## **EXHIBITION CONDITIONS**

### **Cost of Exhibition**

Gallery hire fee, payable in advance: (assistance may be available for first time exhibitors or artists returning after a four year period, please contact the Gallery Director for more information)

\$125.00 per week (\$500 for 4 weeks including days for set up and removal of artworks)

The exhibitor appoints the gallery as agent for the purpose of exhibition and sale of consigned works for the above period of exhibition. This appointment only applies to the works consigned and does not make the gallery a general agent for the artist or any works not so consigned.

The exhibitor agrees to provide to the Gallery a full list of the items to be exhibited and to inform the Gallery of any additional works added during the exhibition period.

The responsibility for the cost of packing, insurance and transport to and from the gallery will be borne by the artist/s, as will the packing, delivery and insurance of works sold at the exhibition.

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The exhibition will be on view and the gallery open between 10.00 am and 4.00 pm **Tuesday to Saturday** and between 10.00am and 1.00pm Sunday. It is imperative that these hours are adhered to. The gallery may be opened **by arrangement only**, at any other time by the exhibitor, who will otherwise have access to the gallery for the duration of the exhibition.

While all efforts will be made to carry out works between exhibitions, the exhibitor may be requested to allow access to the Gallery for any repairs and maintenance required on any day during their exhibition period. This may entail closure of the Gallery to the public, in which case the Gallery Director will notify the exhibitor as early as possible of the day, time and duration of the interruption and accompany the tradesperson if artwork is in place. Your understanding in this matter is appreciated.

All works must be collected **by midday** on the Monday immediately following the last day of the exhibition or arrange an extension of time with the Gallery Director.

All monies received on behalf of the artist/s will be properly documented by receipts and invoices and must be paid directly to the gallery.

Monies received by the gallery and due to the artist/s will be paid to the artist/s within thirty (30) days of the close of the exhibition.

Exhibition costs, including any opening function, will be borne by the exhibitor.

A commission of 10% will be attached to the sales of any work from the gallery.

The Gloucester Gallery will accept no responsibility for loss or damage or theft of exhibited works for the period of the exhibition.

The exhibitor is responsible for his/her/their own insurance and that while the Gallery will take all reasonable care in the handing and display of the works, the works are exhibited at my own risk.

The Gloucester Gallery, in consultation with the Gloucester Arts and Cultural Council, retains the right to exclude any person or persons from the use of the Gloucester Gallery.

Exhibiting artist/s are responsible for the cleaning and professional presentation of the gallery except in the case of volunteers/members supervising the exhibition, in which case those on the supervision roster will take responsibility.

The Gallery may charge the exhibitor/s for repairs to the Gallery if damage is caused by the use of sticky tapes or similar, including yellow Blotak. Use of (Blue) Blotak is permissible for the display of supporting material. Please discuss with the Gallery Director well in advance of your show if further display materials are required.

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The copyright of each work in the exhibition shall remain the property of the artist/s.

## **Exhibition Contract.**

Artists must sign and return the exhibition contract no later than three months prior to the agreed exhibition period or Gloucester Gallery will assume the exhibition to be cancelled.

Any cancellations after this period will be subject to a cancellation fee of \$250. These conditions will only be waived for replacement bookings, in which case a contract must be returned to the Gallery with payment as soon as possible following your booking.

## **Pricing**

Decisions on pricing are made by the artist in consultation with the gallery. A list of works, medium and prices should be submitted at least a week before delivery of works. (If possible, emailed and wherever possible, in table rather than tab format)

## **Publicity Material & Artists Details**

Images for reproduction for publicity must be an excellent quality jpeg sized under 2mb and emailed to the gallery at least 6 weeks prior to exhibition date. If digital, the size of the image must be big enough for quality reproduction. A current CV for all artists involved, in the case of group or shared exhibitions and is to be supplied by email to [gloucgallery@gmail.com](mailto:gloucgallery@gmail.com). Please include an artist's statement which refers to present work. This need only be very short. Please include these details at the time of sending your publicity material. From the CV or resume, and artist's statement, we develop a Media Release which is sent to the media prior to the exhibition.

## **Opener and Title**

Please also include a title for your exhibition and consider a suitable person to open your exhibition.

## **Freight**

All freight charges to and from the Gallery is the responsibility of the artist(s).

## **Delivery**

Works must be brought to the gallery and hung on the set date(s- two days) & ready for display on the Thursday. This includes all hanging attachments. Arrangement and payment for special fixtures for hanging or display are the responsibility of the artist. Standard hanging for display is provided by the gallery and a floor plan is available.

Gloucester Gallery is manned by volunteers, you are welcome to mind your own exhibition, a roster is provided and volunteers will fill any dates that you as artist/s are unable to cover.