

GOONDIWINDI ART SPACE: GUIDELINES FOR EXHIBITING

1. INSTALLATION AND REMOVAL OF EXHIBITION

- 1.1. Exhibition installation and removal timelines will be advised by the Art Space Coordinator and must be adhered to.
- 1.2. The exhibitor is solely responsible for delivery and presentation of works, and removal of unsold works.
- 1.3. Site-specific installations will be discussed on a case-by-case basis.
- 1.4. The Art Space reserves the right to require an alteration to the layout at the time of installation should the exhibition not meet Art Space requirements.
- 1.5. The Art Space's hanging system requires that artworks to be secured by D-hooks. These must be attached on both sides, in the top quarter of the artwork frame and at an equal measure from the top.
- 1.6. Sold art work will remain at the Art Space for collection by the purchaser(s).

2. MARKETING AND PROMOTIONS

- 2.1. A list of all works being exhibited must be uploaded to the Art Space's management portal (Art Archive) and must include title, size, medium, date of execution, and price if listed for sale. These details must be supplied per Timeline of Exhibition and Preparation (attached).
- 2.2. Exhibitors will assist with the promotion and advertising of the exhibition by sharing posters, social media posts and printed material.
- 2.3. The Art Space requires the exhibitor or authorised representative to provide promotional material prior to exhibition per Timeline of Exhibition and Preparation (attached).
- 2.4. The exhibitor grants limited non-exclusive copyright to the Art Space for the explicit purpose of reproducing works from this exhibition for hardcopy, online and social media.
- 2.5. The Art Space reserves the right to take 'over-view' documentation of the exhibition for archive and educational purposes. The creator of the work holds the copyright and is the only individual able to grant permission for anyone to take photographs in or of their exhibition.
- 2.6. The Art Space and Goondiwindi Regional Council must be acknowledged on all printed material associated with exhibition or educational material (digital logo supplied upon request).
- 2.7. The GRC produces exhibition brochures and will require high quality digital images of work.
- 2.8. If exhibitors wish to have a privately published catalogue, the costs and organisation of its production is entirely the responsibility of the exhibitor. Promotional material not printed by GRC will require checking and approval by the Art Space Coordinator before being published.

3. FINANCIAL COMMITMENTS

- 3.1. All fees must be paid to GRC per Timeline of Exhibition and Preparation (attached).
- 3.2. GRC is not in a position to pay artist's fees or transport.
- 3.3. Exhibition art works are accepted, on consignment, for sale by the Art Space on behalf of the exhibitor. The price list will be printed by GRC and sales details will be held by GRC.
- 3.4. New Creditor Details Form and ATO Statement must be completed by the exhibitor and returned, if applicable.

- 3.5. Payment to artists will be made in two parts per Timeline of Exhibition and Preparation (attached).
4. DURING EXHIBITION
 - 4.1. All exhibition opening function activities must receive approval from the Art Space, this will be confirmed during the scheduled meeting with Art Space staff.
 - 4.2. Music and volume is at the Art Space Coordinator's discretion. It must not intrude on other spaces within the Goondiwindi Regional Civic Centre. Live music is discouraged during the exhibition period except during opening event/s.
 - 4.3. Any changes to the approved exhibition expression of interest need to be discussed and approved by the Art Space Coordinator before implementation of the changes.
5. OPENING NIGHT
 - 5.1. The exhibitor may elect to host an official opening for the exhibition and will be responsible for all catering costs associated with their opening. The basic kitchen facilities and equipment are available for use at the opening. All opening activities must receive approval prior to the event. The kitchen is equipped with a refrigerator, microwave, dishwasher and hot water urn, will be at the exhibitor's disposal for the exhibition opening. The exhibitor is responsible for ensuring appropriate health standards are observed if preparing/providing food for the opening.
 - 5.2. Art Space and areas used during the opening are to be left clean and tidy.
 - 5.3. If alcohol is to be available at the opening function, the exhibitor is to provide a person dedicated to the safe and responsible serving of alcohol.
 - 5.4. Art Space staff working during the opening function are not available to assist with the serving of food and/or drink or cleaning.
 - 5.5. Hours allocated for an exhibition opening are 5:30pm-7:30pm if held outside of regular opening hours.
 - 5.6. Tickets sales for the event will be purchased through Eventbrite and Facebook managed by Goondiwindi Regional Council. The sales will be communicated regularly between GRC staff and the representative of the group.
6. ART SPACE CONTRIBUTION
 - 6.1. Art Space will display hard-copy invitations for patrons to take, and will distribute the electronic invitation to the Art Space's emailing list. The exhibitor will be responsible for their personal list and postage of invitations.
 - 6.2. Information regarding the exhibition, supplied by the exhibitor, will be provided to Council's media contacts, and incorporated in Art Space advertising.
 - 6.3. Art Space will supply one label for each piece within the exhibition. Where details on the labels have been proofed and signed off by the exhibitor the exhibitor will be responsible for cost of replacement or new label.
 - 6.4. A catalogue will be produced by GRC using the information provided via Art Archive. The catalogue is provided to the exhibitor for proofing, once approved the exhibitor is responsible for content included and cost of any reprinting required.
 - 6.5. Art Space display tables and plinths are available for use with the exhibition, a list of these can be found on the Expression of Interest Form.
7. WORKPLACE HEALTH AND SAFETY
 - 7.1. A GRC staff member will provide an induction, demonstration of equipment and work place health and safety requirements.
 - 7.2. Any person assisting with the exhibition installation is to observe Goondiwindi Regional Council's Code of Conduct and Work Place Health and Safety (WHS) protocols. These people are considered 'temporary exhibition assistants' and are

expected to follow staff instructions, wear the appropriate personal protection equipment (e.g. covered shoes) and undertake a basic WHS induction on the day, prior to installation.

- 7.3. Ensure all electrical appliances included in the exhibition are tested and tagged by a registered electrician before use in the Art Space.

8. GENERAL CONDITIONS

- 8.1. When two or more individuals are exhibiting, an authorised person must be identified to act as a representative of the group. The representative is to be authorised to act on behalf of the exhibiting group in all matters pertaining to the exhibition and the authorised representative will be the liaison person between the Art Space and the exhibitors.
- 8.2. No work is to be removed from display before the closure of the exhibition.
- 8.3. The exhibitor is responsible for all insurance relating to transport and delivery and/or collection of work to and from the Art Space. Whilst on the premises the work is covered by GRC's insurance. The insurance value you provide on the Exhibition Proposal is indicative only. Any valuations are ultimately at the discretion of the insurance company.
- 8.4. Council staff and volunteers will not be held responsible in any way for any damage to or loss of any property whatsoever placed in the Art Space by the exhibitor nor for any loss incurred by the exhibitor through accident or failure of the electricity supply or other plant or equipment or by any other cause.
- 8.5. The exhibitor will be held responsible for and may have bond withheld for any loss or damage to property, furniture, appliances, or apparatus occurring during the period of use of the Art Space.
- 8.6. All directions and requirements imposed by Art Space staff regarding any aspect dealing with the use of the Art Space spaces by the exhibitor must be complied with.
- 8.7. Council reserves the right to cancel the exhibition at any time up to seven (7) days prior to the commencement of the exhibition. Council and Art Space staff will not be held liable for any costs or damages arising from such cancellation, and the exhibitor agrees that no action will be taken against Council or Art Space staff because of such action.
- 8.8. The exhibitor will sign the Exhibition Agreement, which will constitute unreserved acceptance by the exhibitor of all the terms and conditions herein.
- 8.9. Assistance can be provided in seeking funding and sponsorship. The Art Space will work to support requirements of funding received by exhibitor.

Timeline of Exhibition and Preparation	
6 months prior	<ul style="list-style-type: none"> Signed agreement and opening night details submitted to GRC.
6 weeks prior	<ul style="list-style-type: none"> Meeting between GRC Art Space representatives and Artist / contact at Art Space or via Teams.
4 weeks prior	<ul style="list-style-type: none"> All Fees must be paid to GRC. All promotional material must be submitted to GRC for approval. Ticket sales will be made available. New Creditor form and ATO Statement submitted to GRC (if applicable).
3 weeks prior	<ul style="list-style-type: none"> A list of all work (including size, title, medium and date of execution) submitted via Art Archive.
2 weeks prior	<ul style="list-style-type: none"> GRC will send brochures and labels to artist / contact for approval prior to printing.
1 week prior	<ul style="list-style-type: none"> Brochures and labels printed following approval received.
1st day of installation	<ul style="list-style-type: none"> WH&S, Art Space and hanging equipment instruction
During exhibition	<ul style="list-style-type: none"> First payment of sales will be made following the opening night.
2 weeks after exhibition de-install	<ul style="list-style-type: none"> Second payment of sales will be made within 2 weeks of exhibition closure.