



**East Gippsland Art Gallery**  
2 Nicholson Street, BAIRNSDALE 3875  
T: (03) 5153 1988 Email: [admin@eastgippslandartgallery.org.au](mailto:admin@eastgippslandartgallery.org.au)

## **Conditions & Guidelines for exhibition at East Gippsland Art Gallery**

The following conditions and guidelines apply to exhibitions at EGAG.

**The Exhibitor is expected to read the conditions carefully prior to interview.**

All inquiries and correspondence addressed to:

Director, East Gippsland Art Gallery  
2 Nicholson Street, BAIRNSDALE 3875  
T: (03) 5153 1988 Email: [director@eastgippslandartgallery.org.au](mailto:director@eastgippslandartgallery.org.au)

There are 3 stages for an exhibition application:

1. Initial half hour interview to request dates, look at guidelines and pay Booking Fee
2. Submit completed Application to Exhibit for consideration by Selection Panel
3. A successful Applicant will be sent notification of acceptance and Agreement which is to be returned to EGAG with Bond attached

### **1. Application to Exhibit**

- Completed Applications with all necessary information must be submitted to the Director within **8 weeks** of requesting dates
- If Application is not received the temporary Booking will be revoked without further correspondence and the dates will be reassigned to the next on the waiting list
- Application will be accepted or refused on advice from the Selection Panel
- Application must include:
  - Current Artist(s) resumé
  - A written proposal of the intent of the exhibition and its title
  - Clear description of work intended for exhibition supported with labeled images indicating size, media and dates or images descriptive of work intended for exhibition
  - Dates of proposed exhibition
  - Community groups to provide details of their group, its aims and activities and a list of participating members with a brief description and images of their artwork
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#### **1.1. Fees**

- **Exhibition Fees Financial Year 2011/2012 – minimum period of exhibition is 3 weeks and all remaining fees payable are due and payable on the last day of exhibition**
  - West Gallery only: \$530 per 3 weeks
  - East Gallery only: \$480 per 3 weeks
  - Both galleries \$875 per 3 weeks
  - Group exhibitions: one cheque made out to EGAG for total amount due at each stage
    - 'Split bills' will not be issued or accepted
  - GST not applicable
- **Booking Fee**
  - At the time of requesting exhibition dates a booking fee of **\$250** is to be made
  - This is a temporary booking until the Agreement is signed and returned with the Bond
  - **Booking fee is non refundable** unless Application is not accepted by Selection Panel

- Booking fee will be deducted from total fees when all conditions have been met
- **Bond Fee**
  - A Bond Fee of half the total amount of Exhibition Fees is payable on return of the signed Agreement and will confirm booking
  - Bond Fee will be deducted from total fees when all conditions have been met
  - Bond Fee is not refundable if exhibition is cancelled – see below
- **Cancellation or failure to exhibit as agreed**
  - Full Exhibition Fees will be charged if an exhibition does not open on time or continue for the duration specified in the Agreement
  - The Bond will be forfeited if exhibition is cancelled within 16 weeks or less of requested exhibition dates
  - EGAG may cancel an exhibition if the content or visual style of the work presented for exhibition differs from that proposed in the Application to Exhibit
- A Gallery week runs from 10am Thursday to 12md Wednesday
  - The exhibition space is prepared after 12md on the Wednesday
  - Installation commences Thursday morning
  - Installation complete on Friday and exhibition ready for opening Friday evening
  - Invitations are to indicate that the exhibition is open to the public from the opening function Friday evening to 4pm Tuesday
  - Artwork is taken down 10am-12md on the Wednesday
- EGAG staff are in attendance Tuesday to Friday 10am to 4pm and Volunteers are in attendance Saturday 10am to 2pm
  - EGAG is not open Sunday and Monday
  - EGAG is not open Public Holidays

**All remaining fees are due and payable on the last day of exhibition**

## **2. Successful Applicants**

- Applicants will be advised of Selection Panel's decision and an Exhibition Agreement will be issued
  - If application is not successful the Selection Panel's decision is considered final and no correspondence will be entered into
- Agreement to be signed as requested and returned with Bond Fee within 21 days of issue  
**Please read these conditions and guidelines carefully**
- Exhibitors are required to meet with Director 6 months prior to exhibition dates to discuss the arrangements they have made for:
  - Invitations and catalogue, opening night function and provide any promotional material requested

### **2.1 Authorship and Originality of Work**

- All works to be exhibited must be the original work of the artist(s)
- These works, or similar works, or images of works, must be viewed by the Director and Selection Panel before the exhibition is accepted
- Copyright issues related to a work, or elements within a work, must be considered by the artist before exhibiting work at EGAG. EGAG will assume no legal responsibility in cases of copyright dispute if EGAG management has duly informed Exhibitors of their obligations
- All artworks are to be clearly labeled on the back with name, title, price, medium and date

## 2.2 Age of Work

- Works to have been completed within 2 years preceding the date of proposed exhibition
- An exception is a retrospective survey or similar exhibition which needs to be discussed with EGAG prior to approval
- Works must not have been shown at EGAG prior to current exhibition
  - Works previously shown will not be accepted

## 2.3 Installation

- EGAG staff will be responsible for the final selection of works to be included in the exhibition as well as their placement
  - EGAG reserves the right to refuse works at the time of installation
- Works to be delivered to EGAG between 10am and 1pm the Wednesday prior to exhibition date  
**Works not delivered at the specified time will not be hung**
- Artworks to be delivered ready to hang:
  - It is the responsibility of the Exhibitor to check compatibility of hanging facilities
  - Artworks presented without adequate and compatible hanging devices will not be accepted
  - D rings are the preferred method of hanging
  - Clip frames will not be accepted
  - Heavy works need to be discussed with Director at the time of initial interview
- Sculpture to be delivered ready to display without the need for special fixtures or fittings
  - Any special display requirements are to be discussed with Director at time of Application
  - Any non-standard display requirements are to be provided at the expense of the Exhibitor
  - Unstable sculpture will not be accepted
- Artworks not in good condition or poorly constructed when delivered to EGAG may be excluded from the exhibition
- Artworks must be free from insect or mould infestation
- Any damages to exhibition spaces will be repaired at the direction of EGAG and at the expense of the Exhibitor and completed by the conclusion of the Agreement period
- Once installed, works will not be removed from the exhibition unless:
  - the exhibition has been promoted as 'works sold off the wall'
  - in the case of damaged artworks, or artworks in danger of damage
  - artworks are representing a danger to exhibition visitors
- Members of a group exhibition are required to meet with Director, at EGAG to view the gallery space, hanging system and to discuss installation requirements at least 6 months prior to exhibition

## 2.4 Insurance

- The Exhibitor is responsible for insurance cover for artworks while in transit to and from EGAG, for the agreed period of exhibition and until the Exhibitor collects the work
- EGAG does not provide insurance cover for artworks on display or during transit
- EGAG will take all due care but will not be responsible for any damage to artwork before, during or after the exhibition
  - Signing the Agreement accepts these conditions

## 2.5 Sales and Commission

- **15% commission is applicable** on artworks sold unless otherwise advised
- All artworks in the exhibition will be sold through EGAG and the commission applied
- EGAG will pay the Artist, providing all purchases have been paid in full, less the commission, within 60 days of exhibition
- Merchandise associated with the exhibition, other than artwork on display in exhibition:
  - All merchandising must be discussed and agreed upon by EGAG staff and application for such received by EGAG no later than 3 months prior to exhibition.
  - Any merchandise will attract a commission at a formula rate of 30%
  - Exhibitor must tag/label each item as specified by EGAG staff at time of application

- Artworks that require orders to be taken or other multiple variants will be considered merchandising and the 30% commission will apply

## **2.6 Promotional and printed material**

- Exhibitors are responsible for their own media articles, invitations, catalogues and other promotional materials unless other arrangements have been agreed to
- Invitations
  - Must be sighted and approved by EGAG staff 4 months prior to exhibition and before invitations printed
  - Must carry the necessary logos as requested by EGAG
  - EGAG to be provided with at least 50 invitations 1 month prior to exhibition
  - Invitation mailout is the responsibility of the Exhibitor
  - Invitations are to indicate that the exhibition is open to the public from the opening function Friday evening to 4pm Tuesday
- Catalogue
  - Providing catalogues is the responsibility of the Exhibitor unless prior arrangements with EGAG staff have been made
  - Exhibitor is to provide EGAG with sufficient catalogues listing all the artworks with titles, media and price (price to include 15% commission) for the duration of the exhibition
  - EGAG is to be provided electronically with a full catalogue list for its records
- **EGAG's promotion**
  - EGAG requires 6 images that represent the range of work to be exhibited at least 3 months prior to exhibition. EGAG reserves the right to reproduce the artwork/s or parts thereof for the purpose of publicity and promotion, on its website or for archival reference
  - Images are to be supplied electronically or saved to disc as a high resolution (300dpi) jpeg document clearly labeled with artist(s) name, title, media, size and date
  - An artist statement about the artworks (no more than 250 words) and brief bio is to be supplied 3 months prior to exhibition
  - The Exhibitor will allow staff to photograph or film the exhibition for printed, web promotion or television news purposes

## **2.7 Opening function**

- Opening events are held at the discretion of the Exhibitor. If there is to be an opening function it is to be arranged in consultation with EGAG
- Opening functions on a Saturday will incur an additional \$55 fee
- All expenses associated with an opening function are the responsibility of the Exhibitor
- The Exhibitor will provide food, drinks and catering/cleaning staff unless otherwise arranged
- Food to be prepared and served in accordance with all relevant safe food handling guidelines
- The Gallery is to be clear of visitors, cleaned, all glasses, dishes etc washed and packed away and ready to lock up by 8pm
- Friends of EGAG can provide catering services for a fee – see Catering document

## **2.8 Collection of artworks**

- Exhibitors are to collect artworks between 1pm – 3pm on the Wednesday of the week the exhibition concludes
- EGAG has no secure storage facility and it is in the Exhibitors interest to collect their work promptly
- Artwork that remains uncollected 24 hours after close of exhibition may incur storage fees

**To discuss available dates, conditions and guidelines please phone 5153 1988 to book a half-hour appointment with Director, Eileen Thurgood**

### **Note**

*Gallery fees and conditions are reviewed each Financial Year, or as necessary, and may change without notice.*