

Wollombi Valley Arts Council (WVAC)
EXHIBITION FACT SHEET
for Old Fireshed Gallery Exhibitors

FIRST Confirm available dates with Gallery Bookings coordinator Chantal Mahoney by email chantalmahoney@yahoo.fr or email artscouncil@wollombi.org

The WVAC's volunteers do not operate a commercial gallery space and applications by professional artists with a tax file number cannot be accepted unless works are purely for exhibition and not for sale.

THEN Submit a written proposal to the Arts Council for approval to above email address.

The exhibition proposal must be approved by the WVAC committee.

IMPORTANT

Before you submit a proposal;

1. READ THE EXHIBITION AGREEMENT AND NOTE YOUR OBLIGATIONS – located on website
2. READ THE TERMS OF THIS FACT SHEET AND NOTE YOUR OBLIGATIONS – below

TERMS FOR EXHIBITIONS

1. Prior to Opening

- a) Your proposal must include a full description of the proposed exhibition including the names of all third parties/sponsors (if applicable) and their roles. Around 50-100 words suitable for PR later.
- b) Nominate a curator/coordinator who must ensure the provision of the name/address/email/phone and m/ship of exhibitor(s).and provision of Exhibition Agreement(s) signed by exhibitor(s) and acquittal of exhibition at close.
- c) Prior to your show. provide signed Exhibition Agreement to Arts Council by email or post or leaving at the Wollombi General Store, Main Road, Wollombi, NSW 2325.
- d) Membership/s of Arts Council (\$10 pa) must be current.
- e) Arts Council to receive 10% of gross cash sales to cover operating costs and 13% of gross EFT sales if used. The 3% EFT must be included in sale price – NOT to be added to sale price. 25% applies to Arts Council run shows.
- f) Opening costs, i.e. wine, nibbles, are borne by exhibitor(s).
- g) Openings are optional but do attract sales. Highly recommended – Friday evenings.
- h) No charge or fee is to be levied for supply of alcohol -eg "glass of wine".
- i) Set up possible up to 2 days before opening
- j) The WCC is a community cultural/arts centre. It is not a shop or retail outlet.

2. Advertising

A flyer/invitation or poster should not advertise the supply of liquor but should include:

- a) Title of exhibition (essential), exhibitors (optional) and image (recommended)
- b) Opening (optional) date and time. If so, include "INVITATION" on flyer
- c) Dates and time exhibition will be open for viewing by public.
- d) Address: "Old Fireshed Gallery, Wollombi Cultural Centre"
- e) Contact person & phone number (optional)
- f) Arts Council & Ministry for the Arts logos are obligatory and must appear on all flyers/invitations/posters. Can be downloaded from website.
- g) About 400 flyers should be printed for any letterbox drop. Distribution advice available.
- c) h) Arts Council website contains many examples of appropriate designs at www.wollombi.org
- i) Same flyer/invite (low res jpeg images no less than 300KB) to be electronically sent to Arts Council so as to be posted on web site. Flyer/invite is also sent by Arts Council to our Gallery E list
- j) Copy re artists and/or exhibition for Arts News in Wollombi's Our Own News publication, and other media, required at least a month before: 50/75 words and some images – (again JPEG), would help promote your show. Deadline latest - 10th of the month prior to your show.

3. During Exhibition

Exhibitors must comply with all State Liquor laws. The premises are not licensed and liquor cannot be sold without a liquor licence. Any liquor supplied to invited guests in conjunction with an opening must be supplied responsibly and in moderation and should not be supplied to under aged or intoxicated persons. No liquor is to be supplied outside permitted operating hours.

- a) Ensure the gallery is open on dates/times agreed to and advertised. 9am to 10pm permitted. If

unable to open due to sickness or unforeseen circumstances, let the Arts Council know. If the Arts Council has to then make other arrangements with its own volunteers, then the commission rate may have to be adjusted accordingly.

b) Ensure a master sheet of all exhibitors and entries is kept which records all sales, purchasers' contact details and forms of payment. This is to be permanently situated at the front desk and is to be available for perusal by an Arts Council representative at all times with approximate tally of sales to date. Issue all purchasers with a receipt (from your own receipt book) and include contact details to facilitate pick up at close of show. A catalogue of works for sale showing item number, description and price is essential. It is recommended that each artwork be tagged with same information.

c) Position Arts Council donation box in a good location. Donations box remains property of the Arts Council. Only to be opened in the presence of an Arts Council committee member. Contact Arts Council by phone or by email (detailed above) if concerned about the security of substantial contents.

d) A sound system is available at the counter in the gallery (BYO tapes/CDs).

f) Ensure location of keys is known. Key not to be removed from premises (\$60 fee if key lost)

g) Front door opens/closes electronically (extra locking pins near floor at both sides of roller door).

h) Gallery lights opposite counter by front door (dimmer switch). General lights switch at back door. Night light always on at back door. Extra outdoor light at front of building. Switch left of front door above counter. Please ensure all lights/fans OFF on departure.

i) Firedrum available. Bring your own firewood.

j) EFT machine to be left in "Ready" mode at all times. Instructions are in the top left drawer of the front desk. Any problems, contact the Arts Council treasurer, Cordelia (4998 8110)

k) Kitchen to be kept clear and clean at all times. Kitchen area not to be used for storage of packaging, excess art works, plinths from gallery area etc.

l) Fridge, microwave and kettle are available for use.

m) Platters/mugs/bowls/cutlery and some wine glasses in kitchen. BYO coffee/tea/milk/sugar. All crockery and cutlery to be washed/dried/put away at end of each day. Cold water can be boiled. Fridge kept clean, no rotting foodstuffs please. Firehosed floors swept or vacuumed occasionally.

n) Check Male/Female Toilets. Replenish loo paper (female cupboard). The compost tanks (under the front building) need to be wet down by hose weekly during your time slot. Our compost worms need the moisture and a watering does settle the excessive paper use in the Female toilet.

o) Curtrax hanging system installed or exhibits may be hung/screwed to walls. If pieces are not hung use Blutac only not Velcro dots or glue.

p) All holes must be filled and marks painted over in flat white paint ONLY (stored under sink). NOT gloss, satin or low sheen. If walls are not left in satisfactory condition, a repair fee of \$50 will be charged. Gallery/Kitchenette and toilets to be left clean and tidy,

q) Tools, portable drill (needs charging), ladder, filler & paint are in back kitchenette area

r) Be aware that 3 groups share this non-exclusive space. There could be a meeting in the kitchen area/grounds during your opening hours or an evening meeting when your exhibition is closed.

s) All members of these groups are extremely conscientious of the space when an exhibition is installed.

4. Close of Exhibition

a) An approximate tally of all sales to be supplied to Arts Council if requested.

b) Arts Council donation box only to be opened by an Arts Council Committee member.

c) Any artwork left on premises will be disposed of at the Arts Council's discretion after 30 days.

d) Up to two days allowed for "bump out".

5. Financial Reconciliation

a) A fully itemised summary of all sales, showing gross totals together with a cheque/money order for 10% of cash sales and 13% of EFT sales (to cover the 3% cost of using Arts Council banking facilities), made out to "Wollombi Valley Arts Council" (not WVAC) is to be forwarded to the Treasurer Arts Council c/- Wollombi General Store, Main Road, Wollombi NSW 2325. If a group, it would be appreciated if it were ONE cheque/money order representing 10% of cash sales and 13% of EFT sales.

OR

b) If EFT used and the amount of sales will cover all fees payable to the Arts Council, please supply EFT vouchers clearly marked with catalogue number and name of purchaser. Refund of EFT sales less Arts Council fees (EFT 13% + cash/chq 10%) can be made by the Arts Council by way of bank transfer or cheque.

If a group exhibition, the curator should organise disbursement of funds to individual exhibitors.