



# SHEPPARTONARTGALLERY

Eastbank Centre Foyer

Shepparton Art Gallery manages a 2-D public exhibition area in the foyer of the Eastbank Centre. This area spans approximately 90 running meters of hanging space and is a wonderful display area for community, schools and local art groups to display their work. Exhibitions run for 6 weeks and artworks need to be 'ready to hang'. This exhibition space books 12 months in advance to allow all parties to plan ahead. This document outlines the application procedure potential exhibitors need to follow, and conditions of use that exhibitors agree to prior to booking an exhibition.

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## CONDITIONS OF USE

### Exhibition set-up and requirements

- Exhibition dates are confirmed in writing prior to the exhibition.
- Two weeks prior to the exhibition, exhibitors must provide a full list of artworks including; artists name, title of artwork, year produced, dimensions and wholesale price (if applicable).
- Exhibitions will take place in the Eastbank Foyer; exhibitions are not displayed within the Shepparton Art Gallery.
- The Manager of Performing Arts and Conventions and/or his/her delegate has the right to refuse any work to be hung.
- Exhibiting in these areas is at the exhibitors own risk. Shepparton Art Gallery bears no responsibility for exhibition pieces and no insurance is covered by Shepparton Art Gallery.
- Exhibitions must not impede pathways of travel and exits, and public safety is top priority.
- Exhibitions requiring any electrical connections will only be installed where testing and certification has been pre-arranged.
- Delivery of works needs to occur at pre-arranged time, to ensure exhibition is installed within scheduled dates.

- Exhibitors are responsible for the transportation of works.
- There are no storage facilities available. Please make other arrangements if this is required.
- Hanging is done by Gallery Staff unless prior arrangement is made in writing with the Director, Shepparton Art Gallery. There is no hire fee or installation cost charged to exhibitors.
- All works to be 2D (Hung on walls).
- All work is to be framed for easy hanging and have appropriate attachment points.
- All hanging must be from the hanging track provided (no nails, Velcro or tape to be used on the walls).
- No early removal of exhibition items is permitted.

### **Exhibition openings and functions**

- Exhibitors are permitted to hold opening events by arrangement with Shepparton Art Gallery. The operations of the Eastbank Centre have priority over the needs of exhibitors. The foyer space will not always be available. It is the exhibitors responsibility to liaise with the gallery about the possibility of dates and times. No event will take place without prior approval from the Director, Shepparton Art Gallery.
- After hours openings incur a cost for staffing and cleaning.
- The organization and cost of catering for functions is the responsibility of the exhibitor. The catering must be pre-arranged with the Eastbank Café. The Eastbank Café can be contacted on (03) 5832 9529. Eastbank Café have exclusive rights to catering in the Eastbank Centre.

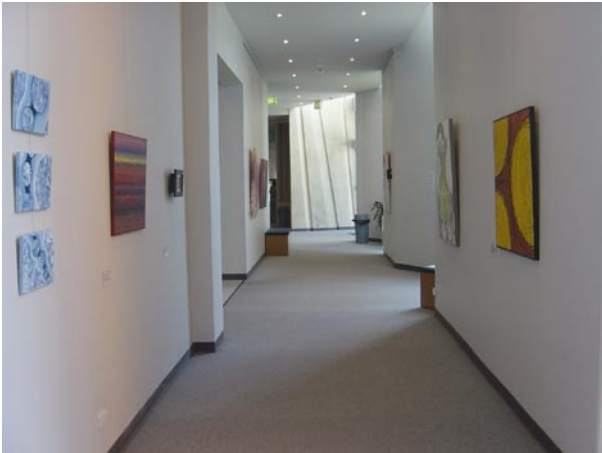
### **Media and publicity**

- All publicity material and organizing of functions must be pre-approved by Director, Shepparton Art Gallery. All costs relating to publicity, production of invitations, associated functions including catering is the responsibility of the exhibitor.
- Foyer exhibitions will be listed in Shepparton Art Gallery three monthly program and on Shepparton Art Gallery website which can be viewed at [www.sheppartonartgallery.com.au](http://www.sheppartonartgallery.com.au)
- Promotional or accompanying material for the exhibition must be approved by Director, Shepparton Art Gallery, and may be hung with an exhibition.

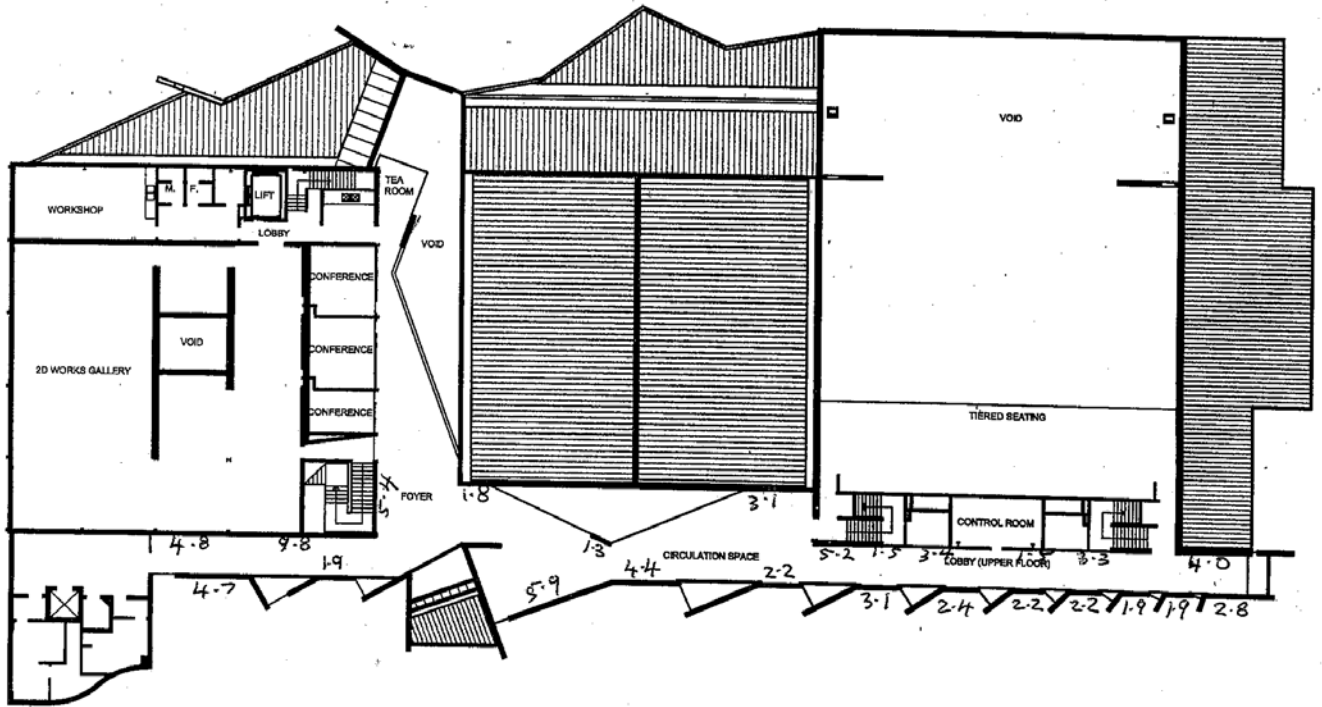
## Sale of Works

- Exhibitors wishing to sell artworks are to fill out the supplier registration form (see attached) prior to the exhibition.
- Works can be for sale. Artworks sold incur a 20% commission. All sales will be handled through the Art Gallery.
- No prices can be displayed beside the artworks. A price listing will be available at the front counter. GST responsibilities must be determined prior to sale.
- Information for the price list and labels must be provided to the Shepparton Art Gallery at least two weeks prior to the opening date of the exhibition.

## Images (Ground Foyer)



# Map of Eastbank Foyer



CITY OF GREATER SHEPPARTON

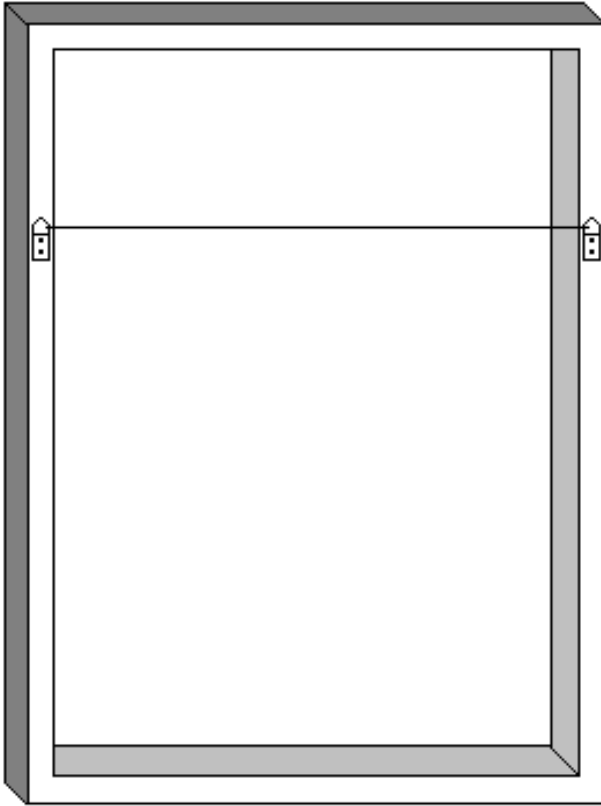
ART GALLERY AND CIVIC CENTRE  
FIRST FLOOR PLAN

Total hanging area:  
93.7 running meters



**BZOWY ARCHITECTURE**  
Studio 13 No.9 Ingham Street St. Kilda Victoria 3182  
T 03 9534 7574 F 03 9534 7864 e-mail: bzowys@bigpond.com

## Hanging Requirements



- ◀ Wire needs to be at this level to help balance work from wall.  $\frac{1}{4}$  down or 10 cm from the top of artwork.
- ◀ Wire needs to be taut
- ◀ Screws can be used providing wire is attached

Alternatively instead of screws D/rings can be used, as illustrated here.



# **SUPPLIER REGISTRATION FORM**

Please complete, sign and return to Greater Shepparton City Council, Accounts Payable Department via fax on (03) 5831 8480 or mail to Locked Bag 1000, Shepparton, Victoria, 3632.

## **SUPPLIER'S DETAILS**

Trading Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone Number: \_\_ (\_\_\_\_) \_\_\_\_\_

Fax Number: \_\_ (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Australian Business Number - A.B.N. \_\_\_\_\_

Registered for GST? Yes  No

## **BANK DETAILS**

Account Name: \_\_\_\_\_

Bank Name: \_\_\_\_\_ BSB Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

## **AUTHORISATION**

I/We agree to have payments due to us paid via direct credit to the above bank account for goods and/or services supplied to the Greater Shepparton City Council.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Date: \_\_\_\_\_

Information collected on this form constitutes 'Personal information' under the *Information Privacy Act 2000* and is being collected by the Council as supplier information. It will be used solely by Greater Shepparton City Council for that primary purpose or a directly related secondary purpose. The information provided will not be disclosed to third parties without your consent unless required by law.

### **Internal Use Only:**

Supplier Number: \_\_\_\_\_

Entered by: \_\_\_\_\_ Date: \_\_\_\_\_