



Port Pirie Regional Art Gallery Inc

General information for exhibiting at Port Pirie Regional Art Gallery

The vision of Port Pirie Regional Art Gallery Inc is to 'Bring art to the people and people to the arts'.

Port Pirie Regional Art Gallery Inc values the contribution that art makes to society and respects artists' work and rights. It respects the people who work for the organisation (paid and unpaid) and values the building of positive relationships. They aim to be transparent in all dealings, valuing honesty and integrity and aims to act with professionalism at all times.

Port Pirie Regional Art Gallery Inc manages the Gallery on behalf of the communities of the Southern Flinders and Mid North Regions as a not-for-profit association.

The Gallery is located within the Port Pirie Regional Tourism & Arts Centre at 3 Mary Elie Street, Port Pirie and is available for visual arts exhibitions for groups, individuals or community projects.

The Gallery is open every day except Good Friday and Christmas Day. Opening hours are: Weekdays 9am to 5pm; Weekends & Public Holidays 11am to 3pm.

Admission to the Gallery is free and there are approx. 300 visitors per week to the Gallery.

All Exhibitors are strongly encouraged to spend time at the Gallery during the exhibition.

Gallery capacity & equipment

Size

- Vivienne Crisp Gallery 21 linear metres & 80m² of floor area
- Flinders Gallery 31 linear metres & 80m² of floor area
- Two movable walls 12 linear metres total

Floor

Concrete floor with Pirelli industrial floor covering

Walls

concrete block and rendered plasterboard painted white of variable height with 3.0m hanging height.

Hanging system

"H" tracking system with adjustable clear nylon line suspension design with adjustable hooks. Each hook and hanger set can take weight up to 14kg.

Display equipment

Six (6) large and six (6) small plinths available for display.

Lighting

Halogen and LED adjustable spotlights and washes.

Power

Wall mounted and floor inserted power outlets.

Temperature control

Class A or Class B
Class A - 24 hour stable temperature at 22°C +/- 1° and humidity at 55% +/- 5%. Class B – opening hours only at 24°C.

Security Monitored by door and motion sensors are linked to a centrally monitored on-line security system.

Rear Access Raised loading dock - 1.0m height from the ground.
Rear access roller door - 4.0m H x 1.9m W.
Doors from the storage area to the galleries - 3.0m H x 1.7m W.

Gallery fees

The fees (GST inclu) for use of the Gallery are:

- \$220 per Gallery or
- \$440 for the Vivienne Crisp and the Flinders Gallery.

'Class A' is available in both galleries. Additional charges will apply.

The gallery fee must be paid on signing of the Contract to Exhibit, no less than 12 months prior to the exhibition dates. The fee is non-refundable.

Fee Waiver: the exhibition fee may be waived if the artist provides free of charge and in consultation with the Director, related workshops or events for the Gallery Public Program during the exhibition.

In the case of a booking being for a Not for Profit organisation, volunteer, community or service group, the Gallery will accept a donation for the use of the Gallery for an exhibition.

Applications to exhibit

An application form must be completed and submitted to the Gallery Director at least 18 months in advance of the proposed commencement date of the exhibition.

Each application will be considered relative to the balance of the exhibition program and the fit with the other planned exhibitions. The Director will make the decision about whether the application is accepted and the exhibition proposal approved. The Director reserves the right to negotiate with the Exhibitor/s and decide on any matters relating to the exhibition.

Exhibition application

The following must be addressed in the Application to Exhibit:

- The dates during which the exhibition would be displayed - the period of the exhibition should be no less than four weeks and no more than six weeks. The final dates will depend on availability of the Gallery during the period requested.
- A working or final title and a general description of the exhibition.
- The amount of space required - there are two gallery spaces available. It is important that the exhibition adequately fills the space requested.
- Dimensions for all three-dimensional works must be included to ensure appropriate space is available in the gallery.
- Provide a copy of current CV and up to six (6) images of artwork clearly labelled with the following details:
 - Artist name
 - Title
 - Date
 - Medium
 - Dimensions

All applications should be made on the Application to Exhibit form available from the Gallery.

The applicant will be advised within 60 days of the application being received, as to whether the application has been accepted.

Exhibition opening & events

An exhibitor may request an exhibition opening be held.

For an exhibition to have an opening, it must:

- have strong local or regional interest that will attract people to attend that opening; and / or;
- include an artist talk or workshop by the exhibiting artist/s.

If an opening is held, the following conditions apply:

- a) If an exhibitor is exhibiting in only the Vivienne Crisp or the Flinders Gallery with another exhibitor/exhibition in the other Gallery both exhibitors/parties must be agreeable to, and the exhibitions appropriate for, an opening event.
- b) The exhibitor must cover all costs of the exhibition opening including invitations, catering, liquor license, all expenses incurred for guest speakers and make specific arrangements with the Director regarding staffing and any other resources needed.
- c) At least ten (10) weeks' notice is required to allow sufficient time to make the arrangements for an opening.
- d) The exhibitor/s must present to the Gallery Director for approval any invitation prior to publication and distribution. All promotion material is to include Port Pirie Regional Art Gallery logo and Gallery sponsor acknowledgements.

Electronic invitations will be sent by the Gallery to the Gallery members, sponsors and media.

Publicity and promotion

- a) On signing of the contract, a copy of the current CV and at least one current image is to be supplied by exhibitor to provide information for promotion purposes.
- b) The exhibitor/s must present for approval by the Gallery Director, any invitation, advertising or promotion of the exhibition, prior to publication and distribution. All material is to include Port Pirie Regional Art Gallery logo and Gallery sponsor acknowledgements.
- c) The Exhibitor/s will present the Gallery up to six images for individual applicants and two (2) images per artist for group applicants of works to be included in the exhibition, for invitations and publicity not less than six (6) months before the opening date of the exhibition.
- d) Images should be high resolution digital jpg file provided on disc, USB or emailed.
- e) The Gallery will facilitate media releases, media interviews and press articles.

NOTE: All publicity expenses, advertising accounts, promotion and costs incurred for the exhibition will be the sole responsibility of the Exhibitor/s.

Insurance

- Port Pirie Regional Art Gallery Inc holds General Public & Products Liability Insurance to the value of \$10,000,000.
- It is the responsibility of the Exhibitor/s to insure work/s whilst on display in the Gallery. Port Pirie Regional Art Gallery takes no responsibility for theft or damage to exhibitor's works during the exhibition or during transit to and from the Gallery
- The exhibitor must provide public liability insurance to cover the exhibition and a copy of the current certificate must be provided to the Gallery Director not less than ten (10) weeks prior to the start date of the exhibition.

Installation

During the period of exhibition changeover, for de-installation of the current exhibition and installation of the next exhibition, the Gallery is closed to the public.

The Director will co-ordinate the installation and reserves the right to make final curatorial decision on all exhibitions and refuse to display work that is deemed to be offensive, non-inclusive, illegal, may give rise to litigation, unsuitable due to health and safety reasons, or public risk.

Exhibition changeover is to take place in normal staff working hours.

Each installation will:

- maintain the aesthetic standard of the Gallery; and
- Use best practice gallery and industry standards.

Condition reporting

- An electronic listing of works (MS Word preferred without any formatting) is to be provided at least 4 weeks prior to the exhibition.
- All artwork will be checked upon receipt of the exhibition.
- Any obvious aberrant conditions evident in the artworks will be noted and referred to the Exhibitor/s for comment.
- Works will be monitored for condition changes while on exhibition.
- The Exhibitor(s) is/are responsible for all freight costs associated with the exhibition.

Hanging

All works must be ready to install. All two-dimensional works must be appropriately framed (a stretched canvas is considered framed) and should have D clips attached on the back of the work on each vertical side of the frame.

No changes are to be made to fixed structures, no nails or hooks are to be used. Cost related to any damage will be charged to the exhibitor.

All works must be clearly identified with the following details attached to the (back of) the work:

- Artist name
- Title
- Date
- Medium
- Dimensions

Copyright & documentation of work

- Copyright of all work remains with the artist.
- The Gallery reserves the right to document the works and maintain a slide/photographic file for publicity and information purposes.
- Photography by the general public will not be permitted unless by arrangement with the Exhibitor/s.

Sale of artwork

- The Gallery will be the sole agent for the sale of works from an exhibition in the Gallery.
- Port Pirie Regional Art Gallery charges 27.5% commission (GST inclu) on the sale price of all works sold during the exhibition.
- All payments for work are to be made to the Gallery, which will remit the receipts of sales, after deduction of commissions and GST, to the Exhibitor/s approximately 28 days after the conclusion of an exhibition.
- Any deposits paid for uncollected works will be remitted to the exhibitor after a deduction of commission and GST. The Exhibitor/s is/are responsible for any further transactions concerning such pieces.

- Buyers are to collect works within five working days of the conclusion of an exhibition. Any works not collected within this time are to be collected by the Exhibitor/s within ten (10) working days of notification by the Gallery.

Goods & services tax (GST)

- Port Pirie Regional Art Gallery Inc is a GST Registered organisation - ABN 87 237 533 817.
- The Exhibitor/s must complete a Statement by Supplier indicating their GST status on signing of the contract.
- In the event a GST Statement is not completed, the Gallery is obliged to withhold 47.5% tax on any sales on behalf of the Australian Taxation Office.

Contract to Exhibit

- All applications should be made on the Application to Exhibit form available from the Gallery.
- The applicant will be advised within 60 days of the application being received, as to whether the application has been accepted.
- The Contract to Exhibit must be signed by the Exhibitor/s and the Gallery Director and the exhibition fee paid, no less than 12 months prior to the exhibition start date.
- On signing of the contract, a copy of the current CV and at least one current image is to be supplied by exhibitor to provide information for promotion purposes.
- The Exhibitor/s must provide up to six images for individual applicants and two (2) images per artist for group applicants for invitations and publicity not less than six (6) months before the opening date of the exhibition. Images should be high resolution digital jpg file provided on disc, USB or emailed.
- It is the responsibility of the Exhibitor/s to insure work/s whilst on display in the Gallery. Port Pirie Regional Art Gallery takes no responsibility for theft or damage to exhibitor’s works during the exhibition or during transit to and from the Gallery
- The exhibitor must provide public liability insurance to cover the exhibition and a copy of the current certificate must be provided to the Gallery Director not less than ten (10) weeks prior to the start date of the exhibition.
- At least ten (10) weeks’ notice is required to allow sufficient time to make the arrangements for an opening.
- An electronic listing of works (MS Word preferred without any formatting) is to be provided at least 4 weeks prior to the exhibition.

Questions

Please direct any questions to -

Gallery Director

Jenni Frost Ph. 08 8633 0681

jenni.frost@pprag.org

Checklist

Application submitted date: Application approved date:.....

Contract signed date:..... CV and image submitted:.....

CV and images for exhibition submitted:..... Insurance copy submitted:.....

Opening:.....Information submitted:.....Listing of works submitted:.....