



GENERAL INFORMATION AND TERMS OF USE FOR GALLERY M EXHIBITIONS

MARION
CULTURAL CENTRE
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Gallery M is an A-class visual arts venue located in the Marion Cultural Centre, adjacent to Westfield Marion Shopping Centre. It is proudly operated by the Red House Group Inc on behalf of the City of Marion.

The Gallery is available for visual arts exhibitions for groups, individuals or community projects. The usual period for exhibitions is four weeks. Exhibits must meet the standards of the Red House Group Inc Exhibitions Committee; this will involve submissions of a selection of slides or photographs of the artwork, after a written proposal has been received. The Exhibition Committee reserves the right to reject work not consistent with gallery policy.

The Gallery provides a versatile exhibition area with approximately 66 linear metres of hanging space if all freestanding moveable partitions are utilised. The ceiling is 4.1 metres high.

Limited kitchen facilities are located on the premises to assist with refreshments at openings etc..

GALLERY HOURS ► Monday – Friday 11am – 4pm; Saturday 12 noon – 4pm; Sunday 1 – 4pm

EXHIBITION FEES ► Individual artists or groups of artists may pay a fee for the whole space, or several exhibitions may run concurrently. In this situation, a scale of fees is charged depending on the gallery space required.

- Whole Gallery (up to 66 metres hanging space) \$850.00
- .75 available space (approx 47 metres) \$630.00
- Half available space (approx 33 metres) \$450.00
- .25 available space (approx 16 metres) \$275.00

All exhibition fees include GST.

A commission fee of 33% (including GST) will be deducted from all exhibition sales.

A non-refundable deposit of 50% of the exhibition fee will confirm the booking, with the balance of 50% paid in full three months prior to the exhibition opening date. After final payment, all fees paid are non-refundable.

GST ► All exhibitors must provide to Gallery M either a statement with details regarding their ABN (if you are a registered business), or a signed declaration stating that your activities are on a hobby basis only, and that you are conducting your activities without a reasonable expectation of profit. Without this information, Gallery M, by law, will have to withhold 48.5% of any payments due to that person.
*note – any sponsorship you gain may attract GST.

PROMOTION ► Gallery M will organise the printing of colour invitations for the opening of an exhibition. Invitations are of a professional standard and exhibitor's designs must be approved by Gallery M.

A surcharge of \$45 is payable at the time of the exhibition to cover costs of printing invitations.

Gallery M. has an extensive mailing list. Additional invitations can be provided for the artist to distribute.

Patritti Wines of Dover Gardens currently donate liquid refreshments (wines and non-alcoholic juices) for exhibition openings. Any other sponsorship should be acknowledged on invitations, catalogue etc. Some assistance or advice can be given in relation to promotion strategies, art grants and obtaining scholarships. Exhibitors should try and obtain sponsorship to cover additional advertising costs etc (GST may apply).

ADVERTISING ► Advertising for the exhibition will be included in all community publications that are available to Gallery M. free of charge. These publications include Marion Council publications and the Red House Group newsletter. Any other paid advertising will be in consultation with Red House Group exhibition committee or Gallery M Co-ordinator.
All media, i.e. print, radio and TV are direct mailed with invitations and press releases.

WEB PAGE ► Information about Gallery M can be accessed through the City of Marion site, or go to www.gallerym.net.au for information about current exhibitions.

ARTIST PAYMENTS ► All payments to artists will be made, in most cases, 30 days after the end of the month in which the exhibition closes. Payments are by EFT or cheque. (Please see GST clause regarding withholding tax.)

STAFFING ► A paid Gallery M staff member is rostered on duty for all opening hours of the gallery. Some assistance will be required from exhibitors for the mail-out of invitations etc. Exhibitors are also encouraged to help on a voluntary staffing roster for the gallery and shop.

HANGING OF ARTWORK ► All works must be framed properly and ready to hang – it is essential that all hanging works have firmly attached picture wires with D-rings or screws. (Work that doesn't meet this standard will be rejected). No exhibition work is to be hung in the gallery shop during exhibition time span.

Where more than one exhibition is on display in the same exhibition period, the exhibition areas will be allocated at the discretion of the Exhibition Committee.

COLLECTION ► Unsold works are to be collected by exhibitors after the completion of the exhibition at a time to be arranged. (Works cannot be taken from or added to the exhibition after the opening unless prior arrangements are made with Gallery M staff.)
No responsibility taken for uncollected art after the collection date.

Sold artwork must be fully paid for before collection by purchaser at close of exhibition.

INSURANCE ► It is the Exhibitor's responsibility to insure their own works whilst in transit. All artwork on the premises is insured against Burglary (excluding theft without forcible entry) and Fire only. Maximum claim limits apply. Additional insurance, including Theft, Accidental Breakage or Malicious Damage is the responsibility of the Exhibitor.

If exhibitors are members of the Red House Group Inc., they have the benefit of Red House Group Public Liability Insurance whilst exhibiting at Gallery M. Any non Red House members must at all times maintain Public Liability Insurance, through an approved insurer, for a sum insured of not less than \$10 million dollars, for the duration of their exhibition including set up and removal time.

COPYRIGHT ► Copyright of all work remains with the artist. Gallery M reserves the right to document and photograph any work for publicity and information purposes.

Any exhibitor has the sole responsibility for ensuring that their artwork does not infringe another creator's copyright. Artwork that may infringe the cultural property or moral rights of another person or group may not be displayed.

PLAN OF GALLERY WITHIN MARION CULTURAL CENTRE

