

## General information for exhibiting at Roxbylink Gallery

The Roxbylink Gallery endeavours to present a diverse and interesting exhibition programme of the highest quality and welcomes submissions from artists, designers, curators, writers and organisations. Applications can be received anytime, however please note that programming is prepared in advance.

Exhibitions of high calibre that seek to engage with the themes and residents of our regional community are particularly encouraged. Roxbylink Gallery representatives reserve the right to reject works not deemed suitable for exhibition at their discretion.

The gallery is located within the Roxbylink Cultural and Leisure Centre at 1-15 Richardson Place, Roxby Downs and is available to showcase visual art exhibitions for individuals, groups or community projects.

Our opening hours are Monday to Friday 8.30m - 5.00pm, Saturday 8.30m - 1.00pm and Public Holidays 10.00am - 2.00pm. Closed Christmas Day, Good Friday and during exhibition changeover.

Admission to the galley is free and is in a prime location for anyone visiting the centre.

## Gallery Information

**Room Size:** 22m hanging space & 40m<sup>2</sup> floor area

Negotiations can also be made to use the additional 10m hanging

space in the adjoining corridor

**Floor:** Polished floor boards

Walls: Rendered texture painted white with variable hanging height of 4m

Hanging System: Aluminium tracking with adjustable 2m lengths of translucent nylon

cable. Cast alloy picture hooks are fitted to, and adjusted along, the nylon cable. Each cable can accommodate more than one hook and

each hook and hanger set can take weight up to 10kg

**Display Equipment:** Four (4) large and four (4) small plinths are available for display

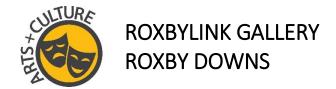
**Lighting:** Halogen down lights

**Power:** Four (4) low level power points, one (1) above entry door

**Security:** CCTV covers the gallery space and door remains locked out of hours to

protect all exhibition works against damage, theft and vandalism

Access: Entry via the Visitor Information Centre, no direct access to gallery



## Framing and Hanging Works

All works must be ready to install. Framing is the sole responsibility of the Exhibitor/s and must be of museum/gallery standard. All 2D work must be fitted with D hooks or a strong hanging wire.

No nails, hooks, screws or blu-tak are to be used. Cost related to any damage will be charged to the Exhibitor/s.

## Freight

The Exhibitor/s is responsible for all freight costs associated with the Exhibition.

## Storage

Roxbylink Gallery cannot store any work or other items belonging to the Exhibitor/s. Please ensure all work is removed from the Gallery on the day/s the Exhibition is dismantled.

## Copyright

The Exhibitor/s declares that all work presented for exhibition is the Exhibitor's own. All Copyright and moral rights will remain with the respective artist/s.

The Gallery reserves the right to document the works and maintain photographic files for publicity and information purposes.

## **Gallery Fees**

There is no charge for use of the exhibition space, however Roxbylink Gallery charges a **20% commission** on any works sold (exclusive of GST).

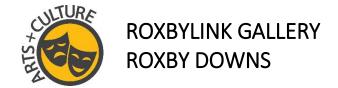
#### **GST**

If registered as a business, the Exhibitor must supply Roxbylink with an ABN. 10% GST is charged on commission of the sale of works. If the Exhibitor does not have an ABN, they must complete a Statement by Supplier Form (available online from the Australian Taxation Office) and return to Roxbylink.

All wall prices must be listed as GST inclusive.

#### Sale of Artwork

The Roxby Downs Visitor Information Centre, within the Roxbylink Cultural and Leisure Centre, will manage the sale of works. At the end of the month in which any sales are made, a Recipient Created Tax Invoice will be issued together with an EFT payment for sales minus commission. This is not negotiable, and no private arrangements can be entered into.



#### Insurance

Comprehensive and Product Liability insurance for damage and/or theft is the sole responsibility of the Exhibitor/s.

Any damage or injury to Exhibitor/s or Exhibition works while installing or removing Exhibition work is the sole responsibility of the Exhibitor/s.

Roxbylink holds Public Liability insurance within the gallery space and other exhibition spaces throughout the centre.

Roxbylink Gallery will not be responsible for any damage, theft or authenticity claims for the duration of the exhibition.

## **Gallery Space**

As the Gallery is a multi-purpose venue, Roxbylink management reserve the right to utilise the Gallery space as an event venue to hold small community functions throughout your Exhibition without further consent from the Exhibitor/s.

## **Applications to Exhibit**

To submit an application, please complete the 'Application to Exhibit' form along with the appropriate support material that it outlines and return it to the Roxbylink Gallery representative at the Roxby Downs Visitor Information Centre.

The application will be reviewed and a Roxbylink Gallery Representative will contact you confirming the exhibition and will forward you the 'Exhibitor Contract' to read over and complete.

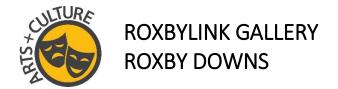
## **Exhibition Openings & Events**

Exhibitor/s 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, and / or
- Include an artist talk or workshop by the exhibiting artist/s
- Provide at least four (4) weeks notice to allow sufficient time for advertising and making arrangements for the event

If the Exhibitor/s wishes to hold an exhibition opening, Roxbylink Gallery may provide a small catering provision to support the event. This will be at Roxbylink Gallery's discretion.



## **Publicity and Promotion**

On signing of the contract, exhibitors are responsible for providing high resolution images (300 dpi) of their work and authorise the use of images by the Gallery to advertise the exhibition in promotional mediums including; invitation, media, social media and websites. In order to publicise the exhibition, Roxbylink Gallery requires images four (4) weeks prior to the commencement of the exhibition.

Roxbylink Gallery will also facilitate press articles and media interviews where available.

#### Installation

The exhibitor/s is responsible for the installation and removal of all works exhibited within Roxbylink Gallery, however Roxbylink reserves the right to refuse to display work that is deemed to be offensive, non-inclusive, illegal, a public risk or unsuitable due to health and safety reasons.

The Exhibitor/s must not damage any surfaces during the installation or removal of the Exhibition. If damage occurs, the Exhibitor/s is responsible for costs to fix/relace where required.

Roxbylink Gallery supplies wall didactics to the Exhibitor/s based on labelling information supplied on the 'Artwork Registration Form' contained within the Exhibition Contract.

Exhibition changeover is to take place in normal gallery opening hours.

## **Condition Reporting**

On the day of installation all works being hung will be checked by a representative of the Roxbylink Gallery along with the Exhibitor/s for any obvious damages. A Condition Report will be completed, approved and signed by both the Roxbylink Gallery and the Exhibitor/s noting any damages prior to the hanging of the exhibition.

Works will be routinely monitored for condition changes by Roxbylink staff while exhibited in the Gallery, in event of a change in condition, the Exhibitor/s will be contacted.

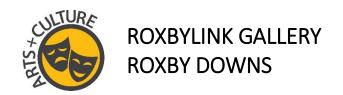
Upon removal of the exhibition Roxbylink Gallery and the Exhibitor/s must again check for any changes before approving and signing the condition report.

#### Questions

Please direct any questions to Roxbylink Gallery PO Box 300, Roxby Downs SA 5725

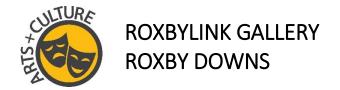
Ph: (08) 8671 0500

Email: info@roxbylink.com.au



# **Application to Exhibit**

| Name of Artist(s):                |                                                                                                                                       |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
|                                   |                                                                                                                                       |
|                                   |                                                                                                                                       |
|                                   |                                                                                                                                       |
|                                   | Mobile:                                                                                                                               |
| Email:                            |                                                                                                                                       |
| Exhibition Details                |                                                                                                                                       |
|                                   |                                                                                                                                       |
| Brief description of exhibition:  |                                                                                                                                       |
|                                   |                                                                                                                                       |
|                                   |                                                                                                                                       |
|                                   |                                                                                                                                       |
| Mediums used:                     |                                                                                                                                       |
| Approximate number of works to    | be exhibited:                                                                                                                         |
| Are the works for sale? Yes       | No                                                                                                                                    |
|                                   | a standard six (6) week Exhibition period. The Exhibitor is allowed<br>s to install and remove the Exhibition from Roxbylink Gallery. |
|                                   | and work with the Exhibitor to find a mutually suitable exhibition<br>on the Roxbylink Gallery, preferred exhibition dates may not be |
| Installation / Removal dates      |                                                                                                                                       |
| Bump in:                          | Bump out:                                                                                                                             |
| Exhibition Dates                  |                                                                                                                                       |
| Start:                            | End:                                                                                                                                  |
| □ No preferred date of exhibitior | n – please contact me to discuss available dates                                                                                      |
| Would you like to sign up to the  | Arts & Culture mailing list? Yes No                                                                                                   |



| Further Information                                                                                                                                     |                |                                                                                         |                   |                             |  |                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------------------------------------------------------------------|-------------------|-----------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|
| Please provide:                                                                                                                                         |                |                                                                                         |                   |                             |  |                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |
| □ A summary of the career of each artist involved (2-3 paragraphs) □ 5-10 images of proposed artist's work to accompany this form clearly labelled with |                |                                                                                         |                   |                             |  |                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |
|                                                                                                                                                         |                |                                                                                         |                   |                             |  | the following details with artists names and piece title (The images must be provided digitally - Jpeg on disk, USB, website link or emailed)  Any additional information (editorials, reviews, catalogues, etc.)  Work presented in exhibitions must be consistent with that shown in the Exhibition Application.  The Exhibitor shall discuss any possible changes with a Roxbylink representative when necessary. |  |  |  |  |  |
| Other opportunities (Please refer to G                                                                                                                  | Seneral Inforr | mation S                                                                                | heet for details) |                             |  |                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |
| ☐ Opening Event Y/N                                                                                                                                     |                |                                                                                         |                   |                             |  |                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |
| □ Workshop Y/N                                                                                                                                          |                |                                                                                         |                   |                             |  |                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |
| □ Other                                                                                                                                                 |                |                                                                                         |                   |                             |  |                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |
|                                                                                                                                                         |                |                                                                                         |                   |                             |  |                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |
| Agraamant                                                                                                                                               |                |                                                                                         |                   |                             |  |                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |
| Agreement  By submitting this information to Roxbyli                                                                                                    | nk Gallery t   | ha Evhih                                                                                | nitor understand  | s the information contained |  |                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |
| within this Application may be reviewed by                                                                                                              |                |                                                                                         |                   |                             |  |                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |
| Roxby Downs Art and Culture Forum and                                                                                                                   |                |                                                                                         |                   |                             |  |                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |
| Gallery.                                                                                                                                                |                |                                                                                         |                   | -                           |  |                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |
|                                                                                                                                                         |                |                                                                                         |                   |                             |  |                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |
| (Exhibitor's name/group name)                                                                                                                           |                |                                                                                         |                   |                             |  |                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |
| Signed:                                                                                                                                                 | Date:          | /                                                                                       | /                 |                             |  |                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |
| (On behalf of the Exhibitor/s)                                                                                                                          |                |                                                                                         |                   |                             |  |                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |
| Signed:                                                                                                                                                 | Date:          | /                                                                                       | /                 |                             |  |                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |
| (On behalf of Roxbylink Gallery)                                                                                                                        | <del></del>    | •                                                                                       | •                 |                             |  |                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |
| Please return this completed form and s                                                                                                                 | support mate   | erial as                                                                                | outlined above    | to:                         |  |                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |
| Roxbylink Gallery                                                                                                                                       | • •            |                                                                                         |                   |                             |  |                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |
| PO Box 300 (1-15 Richardson Place)                                                                                                                      |                |                                                                                         |                   |                             |  |                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |
| Roxby Downs SA 5725                                                                                                                                     |                |                                                                                         |                   |                             |  |                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |
| Or email to: info@roxbylink.com.au                                                                                                                      |                |                                                                                         |                   |                             |  |                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |
| For further information please contact                                                                                                                  | us on (08) 8   | 671 050                                                                                 | 00.               |                             |  |                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |
| Office use only                                                                                                                                         |                |                                                                                         |                   |                             |  |                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |
| Application received date:                                                                                                                              | Appl           | Application approved date:  Gallery program updated:  Artist summary & images received: |                   |                             |  |                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |
| Contract signed date:                                                                                                                                   | Galle<br>Artis |                                                                                         |                   |                             |  |                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |
| Artwork listings received: Gallery lahels made:                                                                                                         |                |                                                                                         |                   | Onening event V / N         |  |                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |