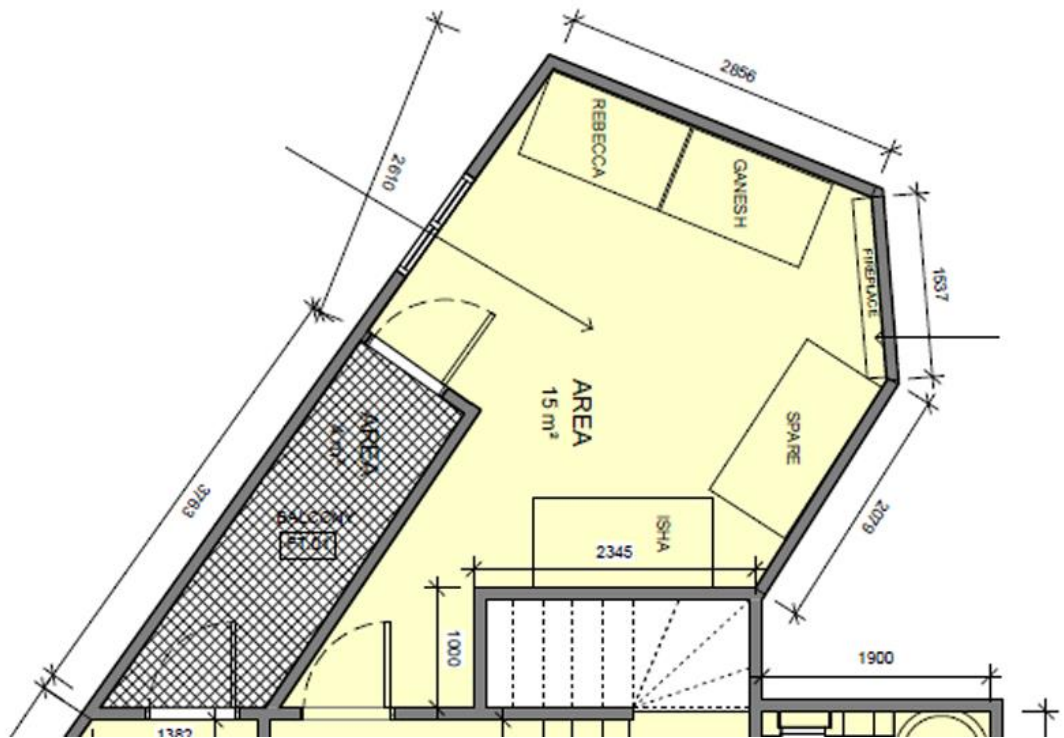


Craft NSW Exhibition Space at 12 Argyle Place Millers Point.

Description of Exhibition Space

Gallery Space

Floor Plan



Exhibition space with a floor space of 15 sq. metres, approximately 35 sq. metres of wall hanging space with a ceiling height of 2.8 metres. Hanging system provided with wires and hooks.

Ladder for assisting hanging/demounting also available. Nails cannot be used. Some plinths (of various sizes) available by request, talk to us about your requirements. Chairs, kitchen facilities, small storage area and toilet are accessible.

- Applications for solo and group exhibitions will be considered.
- Suitable for emerging and developing artists who require minimal assistance.
- The artist is responsible for curating and hanging the exhibition in consultation with Craft NSW's Exhibition Coordinator.
- Exhibitors are responsible for their own exhibition promotion, organising opening night, staffing the gallery during opening hours and the removal of artworks at the close of show. Craft NSW will advertise also through Social Media and our website.

Gallery Hours of Business

Daily 10am to 5pm

Installation and Removal of Exhibition

Hanging will be completed in consultation with Exhibition Coordinator on the day prior to opening. Lights to be moved by gallery staff only. Any electrical equipment in use for set up must carry tag and test approval. The exhibition should be vacated from the exhibition space on the day following the close of the exhibition.

Insurance Cover

The gallery is covered for public liability but insurance for artworks is the responsibility of the artist.

Fee Structure

Fee for the Exhibition Space is \$500per week (Plus GST)

- Fee charge, deposit of 30% is payable on receipt of invoice. This non refundable deposit will confirm your booking.
- A further 30% is payable two months prior to exhibition,
- with the final balance due two weeks before rental start date.

Bond: A bond of \$200 must also be paid into the Society of Arts & Crafts New South Wales account with the fee balance 2 weeks prior to the hire date. The full bond will be returned if there is no damage to property, equipment or fixtures, rubbish is dealt with appropriately and all hanging wires and display fixtures are left as required.

Applications for solo and group exhibitions considered. Suitable for emerging and developing artists who require minimal assistance. The artist is responsible for curating and hanging the exhibition in consultation with Craft NSW's Exhibition Coordinator. Exhibitors are responsible for all exhibition promotion, organising opening night, organising payment facilities, staffing the gallery during opening hours and the removal of artworks at the close of show.

The Society of Arts and Crafts of New South Wales



12 Argyle Place, Millers Point, 2000

www.artsandcraftsnsw.com.au
gallery@artsandcraftsnsw.com.au
61 2 9241 5825

[e: gallery@artsandcraftsnsw.com.au](mailto:gallery@artsandcraftsnsw.com.au)

p 61 2 93415825
ABN 55 000 022 195
Established 1906

CRAFT NSW EXHIBITION PROGRAM APPLICATION FORM

Exhibition Title: _____

APPLICANT (S)

Name (or group/ organisation name)

Contact person -

Postal address:

Phone: _____ Mobile/s: _____

Email: _____

Website: _____

Facebook: _____

Instagram: _____

Preferred dates of exhibition (_____ weeks duration):

Open: _____ Close: _____

Signed by the artist or group representative:

Signature: _____

EXHIBITION DETAILS

Exhibition Title: _____

Exhibition description:

Max. 300 words (describing proposed theme/concept and medium used)

Please attach a C.V.

Date: _____

SUPPORT MATERIAL

Please list below details of the digital images, 1 full and one detail, provided with your application. A minimum of 8 and a maximum of 10 images are required for solo exhibitions, or 5 images per artist for group/community exhibitions.

TITLE	YEAR	MEDIUM	Dimensions (HxWxD)

Please note: do not send original artwork with application
Please provide images as Jpeg as attachments. Images must be clearly numbered, corresponding to the above list. Image size should be 300dpi and not exceed 3MB.

**Please post your application to:
The Exhibition Coordinator – Craft NSW
12 Argyle Place Millers Point 2000**

Or email to: gallery@artsandcraftsnsw.com.au

TERMS & CONDITIONS

Work on Display:

The exhibition must be the same or similar to images presented for application and approved. The Society reserves the right to refuse any work that is not in keeping with Society Criteria of excellence, and the exhibitor will be asked to remove such work at their expense

Cost

Fee for the Exhibition Space is \$500per week (Plus GST)

- Fee, deposit of 30% is payable on receipt of invoice. This non refundable deposit will confirm your booking. A further 30% is payable two months prior to exhibition, with the final balance due two weeks before rental start date.

Bond: A bond of \$200 must also be paid into the Society of Arts & Crafts NSW. account with the fee balance 2 weeks prior to the hire date. The full bond will be returned if there is no damage to property, equipment or fixtures, rubbish is dealt with appropriately and all hanging wires and display fixtures are left as required.

Installation

- Installation of artworks must be undertaken by the artist(s) in association with the Exhibition Coordinators.
- Exhibitors acknowledge that no items may be nailed,taped, blue-tacked or stuck to the walls, floors, or ceilings.
- Exhibitors may not move or change the lighting. Requests for alterations to lighting must be made through the Exhibition Coordinators.

Collection of Work

- All artworks and associated merchandise must be de-installed and collected on the day following the exhibition.
- The artists must handle arrangement for delivery of sold work be they collected or delivered following the completion of the exhibition.
- No items are to be left for 'pick up' with the Society once the show has closed.

Insurance and Security

- Exhibitors are responsible for insuring their own artwork while on-site at Craft NSW. All care but no responsibility will be taken by Craft NSW for artwork and merchandise on exhibition.
- Exhibitors will not be given a key to Craft NSW and access is only available during normal operating hours, unless by arrangement with the Exhibition Coordinators.
- All Exhibitors are required to follow the directions of Craft NSW Volunteers and Committee members with regards to Work Health and Safety and Fire Safety.
- The Exhibitor is liable for any damage to the fabric of Craft NSW incurred as a result of the installation, display and de-installation of their exhibition.

Invitations, Brochures and Promotion

- Exhibitors are to design and supply their own invitations and room brochure/catalogues with the help of the Promotions and Marketing Coordinator. This must be approved by Craft NSW prior to printing.
- Print material must include the Craft NSW logo, Gallery address, web address and phone number available from the Exhibitions Coordinator.
- All publicity must be approved by the Promotions and Marketing Coordinator prior to publication. PDF documents must be emailed to gallery@artsandcraftsnsw.com.au for approval.
- In addition, exhibitors may arrange for their own advertisements in publications at their own expense. Information regarding the opening event is to be provided to the Marketing and Promotion Coordinator a minimum of 4 weeks prior to the launch for marketing and promotional purposes.
- Supply of photographs for Craft NSW Publicity, Facebook etc.

Merchandise

- The sale of associated merchandise (e.g. cards and calendars) must be approved by the Exhibitions Coordinators.

Exhibition Opening Function

- Exhibitors are responsible for coordinating their opening, including any invited guests or guest speakers.
- Tables, table cloths and chairs are provided by Craft NSW. Exhibitors are responsible for setting up and providing refreshments and beverage catering.
- Please ensure to clean up after the exhibition opening and take care that all rubbish is removed from the premises and surrounds at the end of each the day.