

BAYLEY ARTS GALLERY EXHIBITOR KIT



CONTACT:

Bayley Arts Reception

P (03) 9113 0610

E hello@bayleyarts.com.au

H Mon – Fri 8.30am – 5pm

Gallery Hours

Mon – Fri 11am – 5pm

OR by appointment

www.bayleyarts.com.au

ABOUT BAYLEY ARTS

Bayley Arts part of an initiative by Bayley House, an organisation that specialises in supporting individuals with an intellectual disability to live a full, rich and rewarding life. Bayley House supports over 200 individuals and their families, assisting people to explore life and to exercise choice and control in the activities they enjoy, including the creative arts. In 2022 Bayley House commenced building a new arts venue, Bayley Arts, to accommodate the increasingly popular art program, with an aim to build social inclusion and provide a space for artists of all abilities feel welcome, secure, and valued.

Bayley Arts is located at 1 Avoca Street, Highett, on Bunurong Boon Wurrung Country. Located just off Bay Rd and meters away from Melbourne's south side, bustling arts hub Advantage Rd. The building is fully accessible and accommodates four purpose-built art studios, and a professional gallery. Other features include an upper-level outdoor deck, fully equipped kitchen, projection screens, and Changing Places bathroom facility. The gallery space also offers the versatility for a variety of purposes including – corporate team building sessions, product or book launches, and other small events. In addition to the gallery, Bayley Arts offers a range of spaces for hire in the form of studios.



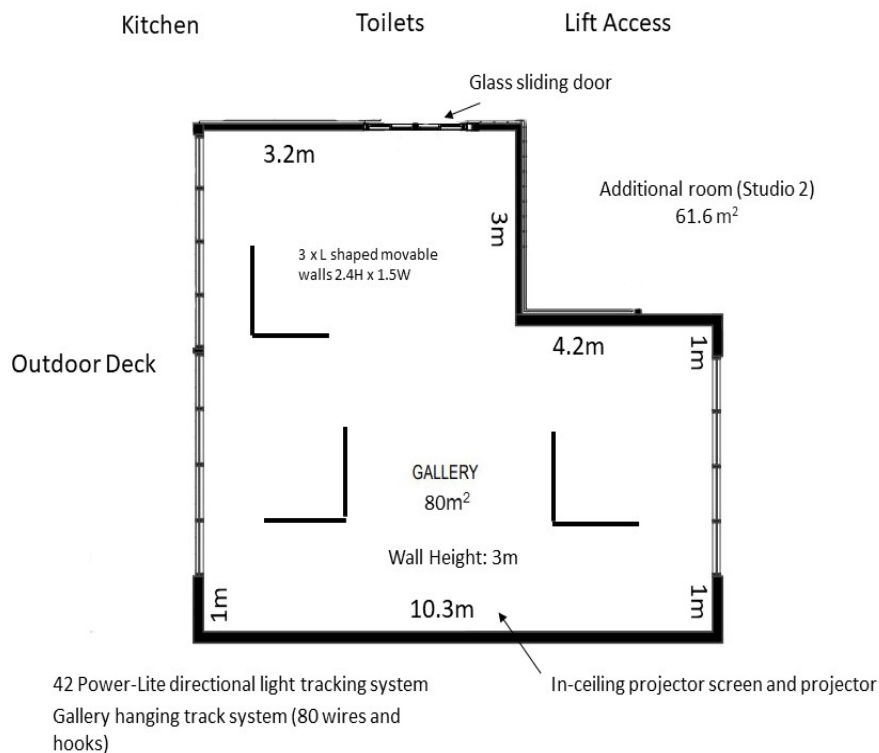
BAYLEY ARTS GALLERY and FLOORPLAN

Bayley Arts Gallery welcomes individual professional and emerging artists, independent curators, and groups to apply to exhibit as part of our exciting new arts hub in Bayside. In addition, exhibiting with us provides support for creating new opportunities for artists living with a disability.

The gallery is located on the third level, accessible by lift or stairs via the front reception area. The gallery is open Monday to Friday 11am to 5pm or by appointment and closed all public holidays. The Bayley Arts building is used during the day for NDIS funded programs and is often booked for workshops/ studio hire after hours and weekends.

It is expected that all exhibitors conduct a site visit before planning your exhibition and attend an orientation of the building.

The gallery is 80sq m with floating floorboards, white walls and white ceiling. The gallery has three L-shaped movable display partitions, forty-two Power-LITE track lighting, three ceiling hooks, a mounted ceiling projector and in-ceiling electric projector screen, and inbuilt speakers and microphone for events. A track hanging system is provided on all walls of the Gallery, including partitions, and includes hooks and wires rated at 14 kg per wire.



GALLERY HIRE FEE (Introductory hire fee until Dec 2024)

The Gallery is rented on a weekly basis at \$550 (plus GST) or monthly for \$1980 (plus GST). The bump in and bump out time is included in the hire period. A 50% hire deposit fee is required 8 weeks prior to your exhibition. The balance of the hire fee is due 4 weeks prior to the exhibition.

Please refer to cancellation fees as per the TERMS AND CONDITIONS.

EXHIBITION FEE INCLUDES:

- The hire of Bayley Art Gallery for the duration of the install, exhibition, and exit.
- Insurance cover of artwork while at Bayley Arts up to \$10,000 per valued item.
- Contracted cleaners following the opening function.
- Installation guidance provided by the Community Arts Engagement Manager.
- Use of a state of the art track hanging system
- Power LITE track lighting.
- Use of gallery plinths (5 in total of various sizes)
- Use of two ladders and trolley during installation.
- Use of kitchen (fridge, oven, dishwasher), tables and chairs, and access to outdoor deck for opening function.
- Glassware available for opening function.
- Loading dock access for easy bump in/out.
- Gallery projector screen and projector
- Sound system; inbuilt speaker and microphone for speeches.
- Free WIFI – a password will be supplied.
- Out of hours door access code.
- 24/7 CCTV security cameras throughout building.
- Strong presence on the Bayley Arts webpage and promotion on Bayley Arts Facebook and Instagram page.
- Inclusion in the Bayley Arts E-Newsletter.
- Art Guide listing.
- Staffing from Mon – Fri 11am – 5pm

EXHIBITION FEE DOES NOT INCLUDE:

- Personal Public liability insurance
- Staffing of gallery on the weekend.
- All costs associated with the opening function including catering and beverages.
- Printed invitations
- Additional advertising and promotion of exhibition.

SALES AND COMMISSION

Bayley Arts will take 15% commission on all artwork sales. Bayley Arts will transfer sales, less commission to the artists nominated bank account within 21 days of the close of the exhibition. It is the artist's responsibility to charge GST on their sale prices if GST is applicable.

Artists must sign a 'Statement by Supplier' form if they do not have an ABN.

<https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/>

RESPONSIBILITIES OF THE EXHIBITOR

EXHIBITION PREPERATION

Applicants must submit an EXPRESSION OF INTEREST TO EXHIBIT, available from the Bayley Arts website or send an email to hello@bayleyarts.com.au.

Please visit [Gallery – Bayley Arts](#)

Leading up to your exhibition, exhibitors will be provided with the following documents providing essential information relating to the exhibition and the use of Bayley Art Gallery;

- ❑ **BAYLEY ARTS TERMS AND CONDITION** This document outlines the definitions and interpretations of the terms and conditions of the use of Bayley Arts Gallery
- ❑ **EXHIBITORS AGREEMENT FORM** This is a contract detailing the agreed terms and conditions and sets out the terms of hire between the Exhibitor(s) and Bayley House.
- ❑ **BAYLEY ARTS INDUCTION FORM** It is a requirement that exhibitors attend an orientation of the building prior to the installation of the exhibition. This induction will cover OH&S procedures and to identify any potential safety issues with the installation of your exhibition.

PUBLICITY

Bayley Arts assists exhibitors with the promotion of their exhibition. This includes a being featured on the Bayley Arts website and social media platforms. Bayley Arts will use the supplied artwork images and exhibition statement, with permission by the exhibitor/ hire group, to be reproduced for use in all marketing and publicity material.

Artwork images (6 weeks prior to exhibition) You will need to provide up to 3 digital images of the completed or indicative artworks that you would like to exhibit to be used across Bayley Arts promotional material. A Bio image is also optional. For small group shows, please submit a work from each exhibiting artist. For large community groups, only three images need to be submitted. Images must be:

- Suitable for promotion on website/ socials.
- Images must be cropped to the image:
 - For web 2500 pixels wide.
- Images should be attributed as follows: Artist / Title / Year / Material / Dimensions (HxWxD) / image credit.

Images of work can be sent via email to hello@bayleyarts.org.au or on a USB dropped off at, 1 Avoca Street, Highett between Monday to Friday 9am to 4pm.

- ❑ **Artist bio (6 weeks prior)** A brief 150-word biographical overview of your artistic practice, past exhibitions, qualifications, and awards, where applicable.

- The exhibitor can advertise in other publications at the exhibitor's own cost. Proofs of all publicity must include Bayley Arts logo and be approved by Bayley Arts Marketing before printing and distribution.
- To get the best out of promoting your exhibition, we suggest providing your social media handles to Bayley Arts Marketing. To assist in promoting your exhibition, 'like' and share all Bayley Arts social media posts to Instagram and various Facebook groups (where appropriate)

ARTWORK INSTALLATION

- It is anticipated that it will take two days to install artworks.
- Prior to installation all artworks must be dry and ready to hang using the Bayley Arts Gallery hanging system. This requires attaching two D-rings on each side of the back of the artwork. NO blu-tack or tape can be used to hang artworks (3Ms are acceptable)
- The artist is responsible for the safe transportation of all artwork to and from Bayley Arts, including insurance (if desired).
- The exhibitor must schedule entry into the loading dock, if needed.
- Bayley Arts staff will be available to advise on the installation of the exhibition; however will not be able to provide assistance with the installation.
- Two ladders and a trolley is available for use during the installation of artworks.
- No bubble wrap/packaging is to be left at Bayley Arts for the duration of the show.

ARTWORK LABELLING

- The exhibitor is required to produce their own wall labels / gallery room sheet with artwork details and sale price.

OPENING EVENT

- We encourage opening events to occur on a Thursday/Friday evening from 6pm – 8pm or Saturday from 2pm – 4pm. The opening function date needs to be confirmed with Bayley Arts staff 6 weeks prior to the event.
- The kitchen and outdoor deck are available for use during the opening function.
- It is at the exhibitor's own discretion and risk if food and drink are to be allowed into the hired Gallery space.
- The exhibitor is responsible for the setup, and pack down of the opening event. This includes wiping down of communal surfaces, packing up trestle tables or chairs belonging to Bayley Arts.
- After the opening function it is the responsibility of the exhibitor to ensure the gallery, outdoor area and kitchen is left as originally found. All rubbish must be bagged and placed in the provided bins, and all left over food must be removed

from the premises, and glassware must be washed and put away. Cleaning of bathrooms is covered in the cost of the hire fee.

GALLERY SITTING

- The gallery is maintained by Bayley Arts staff between Monday to Friday from 11am to 5pm.
- The exhibitor has the option to staff the Gallery on a weekend or arrange visitation by appointment.

ACCESS AND SECURITY

- Exhibitors will have access to Bayley Arts anytime between 9am and 5pm on weekdays (excluding public holidays) or between 10am and 5pm on the weekend during the exhibition period. Access outside of these hours is by negotiation and approval.
- Bayley Arts is responsible for opening and closing the building on days the Gallery is open during the week.
- For protection the building is equipped with an alarm system that is monitored 24/7.

FIRST AID AND HEALTH AND SAFETY

- The exhibitor will be briefed on the Bayley Arts Emergency and Evacuation Plan during the building induction.
- Please note a lift is available and rails at relevant locations for people with compromised mobility and health.
- A portable First aid kit is kept in the Level 3 kitchen. If any item is used from the kit please advise the Community Arts Engagement Manager.
- A defibrillator is kept in the Level 3 kitchen and Level 1 Communal space.

DE-INSTALLATION AND COLLECTION OF ARTWORK

- Exhibitors must de-install their work on a Sunday / Monday after the closure of the exhibition. If you require more time please consult Bayley Arts before your exhibition hire period as another group may require access.
- Exhibitors must ensure the gallery is left in a clean condition after the de-installation of their exhibition and all packaging removed.

PARKING

- There is a 'visitor parking bay' available in the loading dock driveway and 2 hour general parking along Avoca Street. All day general parking is available further down Avoca Street and surrounding streets.