



## Exhibition Terms and Conditions For Solo and/or Group Exhibitions

### 1 Booking requests/submissions

- Mission Arts invites expressions of interest for holding a solo, shared or group exhibition at the Mission Arts Gallery by submitting the **Exhibition Request Form (including Expression of Interest)** available from Mission Arts or online. Available exhibition dates are:
  - 14<sup>th</sup> May til 1<sup>st</sup> June (Delivery of artworks: 12<sup>th</sup> May)
  - 4<sup>th</sup> June til 22<sup>nd</sup> June (Delivery of artworks: 2<sup>nd</sup> June)

Confirmation of the exhibition dates will only be made on:

- receipt of the signed **Exhibition Request Form**, and
- payment of the gallery hire fee (non-refundable if the exhibition is cancelled within 3 months of exhibition date), and
- submission of your biographical details (important for advance marketing).

### 2 Prior to the Exhibition

#### Essential promotional material

To enable Mission Arts to prepare for the exhibition in a timely manner, we request that the exhibitor provide the following:

- Artist Statement/Exhibition description & Artist Bio– at least 6 weeks prior to exhibition opening
- Marketing material (ie. proposed flyer, opening night invitation and any marketing material for the approval of Mission Arts) – at least 6 weeks prior to opening. At a minimum, this should include a horizontal exhibition banner image, designed to standard Facebook cover dimensions, which includes the name of the exhibition, the exhibition dates, and an image reflective of the exhibition. Ideally, several other representative images depicting notable artworks from the exhibition should be provided. These will be used for advance exhibition marketing & promotions.
- Mission Arts will promote the exhibition through its membership base, networks, website and Facebook. The exhibitor is encouraged and expected to actively promote the exhibition through their own networks.

#### Works to be exhibited

- **Exhibition Works to Shop Stock Consignment Form** – A list of proposed works together with prices and description to be provided to Mission Arts – 2 weeks prior to opening. Obtain document template from Mission Arts Gallery Shop or online.
- All exhibition works, unless by prior approval and arrangement, must be offered for sale.
- The selling price should be calculated by multiplying the price you want in your hand by 33.33% e.g. \$100.00 to you plus adding 33.33% to that amount (= \$133.33) is the price that Mission Arts will sell the work. This is effectively 25% commission to Mission Arts.
- Mission Arts can prepare the exhibition labels (\$1 per label). Roadside banner(s) are permissible. The artist or group is responsible for the design, printing, installation, and cost of any roadside banner. Should the exhibitor wish to provide their own labels or roadside banner, the exhibitor is asked to seek the approval of Mission Arts with regard to style and content.

- Mission Arts will assist and offer support with hanging the exhibition. The artist or group is expected to be present for and involved with the exhibition hanging.

#### **Sponsorship**

No sponsorship for the proposed exhibition is to be sought in the name of Mission Beach Community Arts Centre Inc. and/or Mission Arts. All sponsorship is to be sought in the name of the exhibitor and invoiced by the exhibitor. Should the exhibitor secure sponsorship for the exhibition, Mission Arts has the right to assess proposed signage and any associated advertising.

#### **Installation and removing of works**

- The dates for the gallery hire shall include a day either side of the proposed exhibition to hang and take it down.
- The exhibitor should liaise with the Exhibition Committee to discuss hanging the exhibition and what specific equipment will be required (e.g. how many plinths, etc.).

### **3 Exhibition Opening**

- It is highly recommended that an exhibition opening function be planned. For an evening function, there will be an additional charge of \$80.
- Mission Arts reserves the right to run a bar service at the opening function. Proceeds from bar sales support the ongoing programming, events & activities at Mission Arts.
- Catering for the opening function is to be provided or arranged for by the exhibitor unless arrangements are made with Mission Arts to provide the catering at an agreed-upon additional cost to the exhibitor. Catering must be approved as COVID-Safe and adhere to any current relevant Public Health Directions regarding same.
- If an exhibition opening function is held, there will be a charge of \$30 to cover laundry costs.
- If an exhibition opening function is held, it is expected that the artist or group will be present and will open and introduce the exhibition.

### **4 During the Exhibition**

- The exhibitor is welcome and encouraged to host a 'Meet the Artist' floor talk or other informative session (during Mission Arts standard open hours) to further engage with Mission Arts members and visitors during the exhibition period and to provide additional insight into the exhibition works. There is no additional cost for this opportunity.
- Mission Arts is run entirely by volunteers including the daily opening of the Gallery Shop. Mission Arts is open from 10am until 2pm each day. Mission Arts endeavours to remain open every day but, on rare occasions, this may not be possible. No provision will be made for exhibition extension if, due to circumstances beyond reasonable control, Mission Arts cannot open.

### **5 Close of Exhibition**

- The exhibitor will ensure that all art works are removed the day after the exhibition closes. Any works left at Mission Arts will be charged \$5 per week storage fee.
- The gallery space is to be left clean and tidy. Any damage to the gallery walls will need to be rectified.
- Payment (less commission) for any sales that have occurred during the exhibition will be made within 30 days from the close of the exhibition.
- Should an artwork be sold to a person requiring it to be posted/freighted, the exhibitor shall be responsible for packaging and dispatch of the artwork. Mission Arts will endeavour to ascertain the cost of shipping and charge the customer accordingly.