

Brougham School of Art & Photography
Cavalier Gallery
Level 1, 73 Malop Street (PO Box 4296) Geelong, Vic 3220 P: 03 5229 9984 F: 03 5229 0973
E: admin@broughamart.vic.edu.au I: www.broughamart.vic.edu.au
Director: Shirley Hurley 0409 424 243 hurley@eftel.net.au

Terms & Conditions (see also ‘Application to Exhibit’)

Exhibition Cost: \$700
Includes:
Rental for 2 to 3 week exhibition
300 Invitations
Hanging of exhibition
Printing of Catalogues
E-Mailing & Postal mailing to Brougham’s Gallery Mailing List
Opening with Wine, Mineral Water and Savoury Platters
Waitress
Publicity
Sale Transactions
Gallery staffed Monday to Saturday

Commission on Sales: 30%

Conditions:

- After an ‘Application to Exhibit’ is accepted, a document called ‘Agreement to Exhibit’ will be drawn up between the Gallery and the Exhibitor and signed by both parties.
- Upon signing the agreement, the exhibitor is required to pay a deposit of half the agreed costs. The exhibition booking is not confirmed until the signed agreement and the deposit have been received.
- The final payment is due 4 weeks prior to Opening.
- The Gallery requires the right to reject any work deemed not suitable for hanging.
- The exhibitor must supply an ABN or alternatively sign a ‘statement by supplier’ form indicating a tax-exempt category.
- The design of the invitation is to be approved by the Gallery before going to printing.
- ‘Media release’ and visual material for advertising is to be delivered to the Gallery (preferably by email attachment to hurley@eftel.net.au) 4 weeks prior to the Opening.
- Transportation to and from the gallery is the responsibility of the exhibitor.
- The exhibitor is required to supply a catalogue of the works 3 days before the exhibition.
- All works must be displayed in a manner that will not remove paint from the walls or cause any damage to the Gallery.
- Any unused Opening Night food and beverage stock remains the property of the gallery.
- The exhibitor is to arrange for the removal of all the works within 2 days of the closing of the exhibition, or on the date agreed to in the signed ‘Agreement to Exhibit’.

The Gallery will be responsible for:

- Supply of picture hooks, chain and ladders for the hanging of the works (8 white painted wooden plinths are also available for sculptural works etc)
- Assistance with advertising via www.broughamart.vic.edu.au, The Art Almanac, COGG Arts Bulletin, local newspapers, students and supporters of the School & Gallery.
- Supervision of the gallery Monday to Thursday from 9.00am – 5.00pm and Friday 9.00am – 4.00pm, Saturdays 11.00 am – 4.00 pm
- For the duration of the exhibition particular attention will be paid to security arrangements. Insurance covers fire, water damage and malicious damage (but not theft).

Brougham School of Art & Photography thanks Cavalier Art Supplies for their generous support of the gallery.