

Exhibiting

Policies and forms

1 Exhibition

Exhibition Policy

Location

The Art Vault is located on Deakin Avenue, the main thoroughfare through the city of Mildura, and in the same block as the Grand Hotel and the city's main restaurant district. The Art Vault borders on the city's central shopping precinct and is one block from the Murray River.

Galleries

The Art Vault has three gallery spaces of which two are available for hire. There is a large main gallery and a smaller more intimate gallery which are available for hire by individuals or groups. The third gallery is a stock gallery of works which have either been left on consignment by artists or belong to The Art Vault. All galleries have a quality, flexible art illumination system as well as a professional hanging system. There are some floor electrical and digital systems for 3D computerised installations. Both galleries for hire have polished timber floors and are environmentally controlled.

Length of exhibitions

The usual length of time for an exhibition is three weeks. Exhibitions are set up on a Tuesday when the gallery is closed. Openings are held on the following Wednesday evening between 6 and 7pm. Exhibitions are usually dismantled on a Monday at 2pm when the gallery closes.

Who can exhibit?

As this is a commercial gallery, all work which is exhibited must be saleable. We do not have the luxury of exhibiting non saleable installations and ephemeral work. The Art Vault encourages exhibitions of high quality original work by beginning, emerging and established artists. Works in a variety of mediums are welcome including painting, printmaking, drawing, photography, sculpture and mixed media.

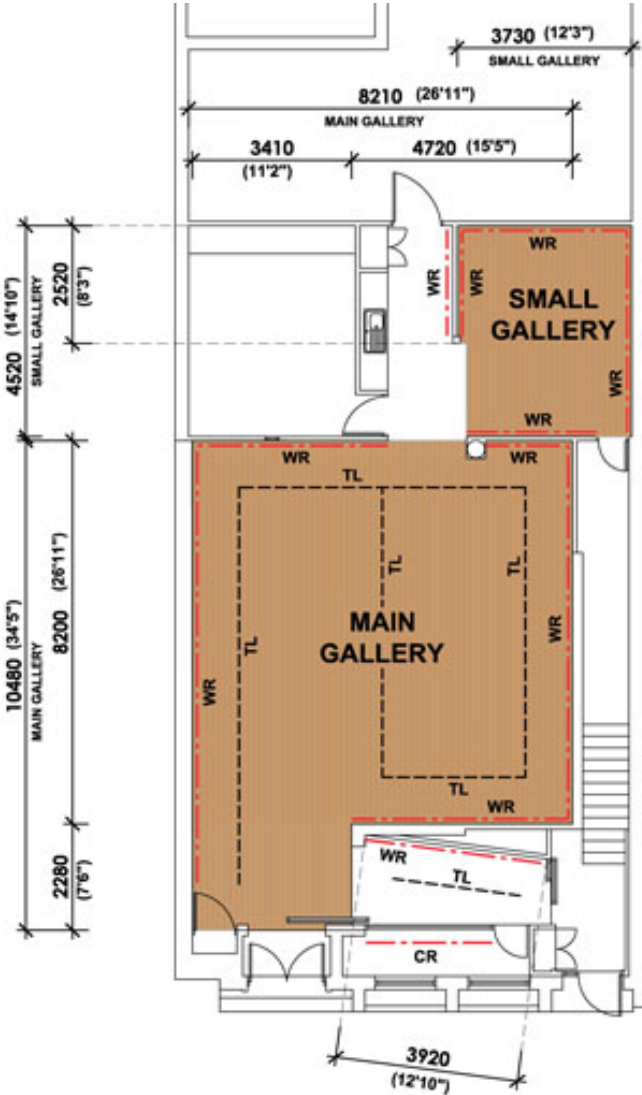
Selection of work

Work is chosen primarily on the quality of the work (technical skill), concepts expressed and the saleability of the work.

Cost of exhibiting

Main gallery space: \$1240 for a 3 week exhibition
Small gallery space: \$620 for a 3 week exhibition
Front window area: \$420 for a 3 week exhibition

Plan of main and small gallery



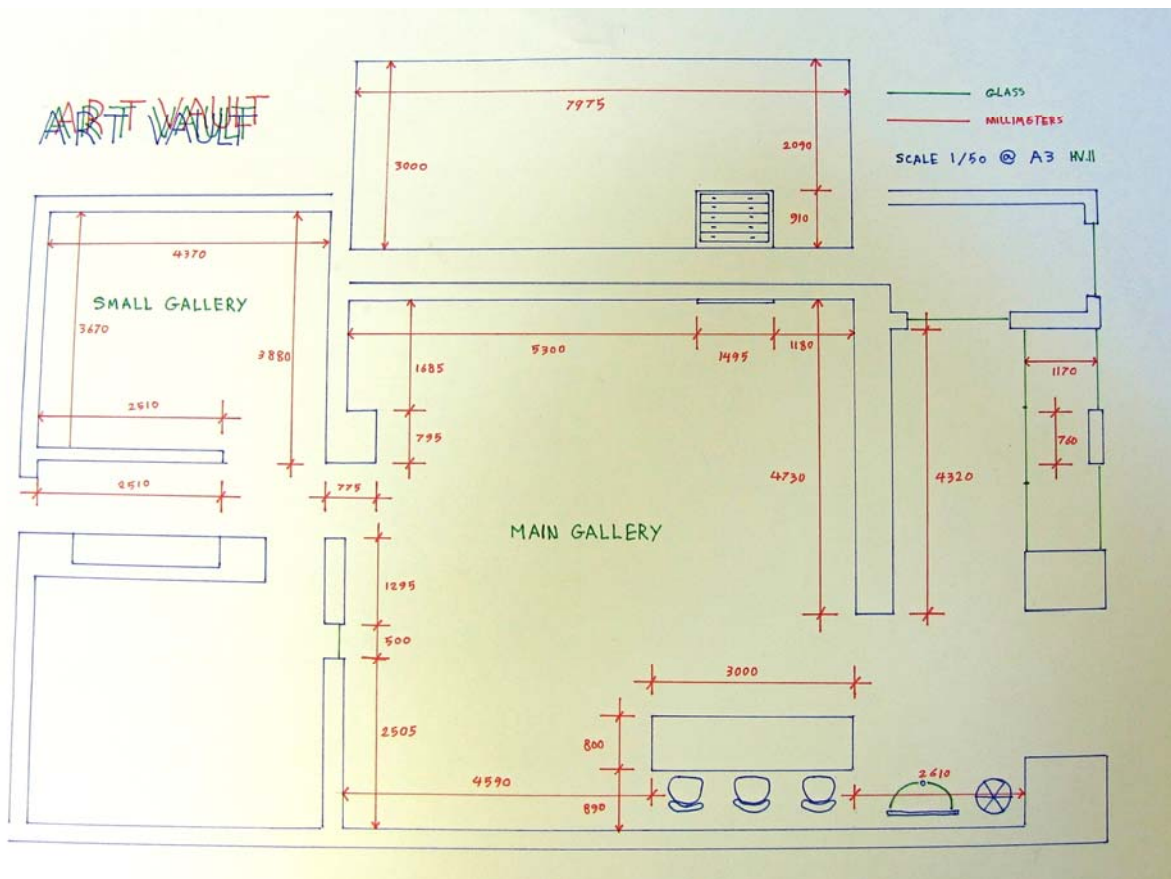
LEGEND:

- TL TRACK LIGHTING
- CR CEILING MOUNTED PICTURE RAILS
- WR WALL MOUNTED PICTURE RAILS

ART VAULT

GROUND FLOOR (PART PLAN)
 MEASUREMENTS ARE IN MILLIMETERS (SUFFIX - FEET & INCHES)





Artist's responsibilities

The artist is responsible for:

- Payment of 25% of the cost of the exhibition within a month of acceptance and confirmation by the gallery, with the balance due the week of the exhibition. Note the deposit is non refundable.
- Arranging an opening speaker for their exhibition.
- Providing a completed artists information sheet once the exhibition has been confirmed.
- Providing labelled, high resolution jpegs of all artwork in the exhibition for publicity and administration purposes.
- Providing an artist's statement three months prior to an exhibition for publicity purposes.
- Providing a current curriculum vitae to the gallery month prior to the exhibition.
- Provide a list of all work in the exhibition which includes title, year, medium, size and either the selling price or artist's asking price (please specify which).
- The professional presentation of artwork ready for hanging eg if on paper with tabs attached or with D rings if framed.
- Arranging the payment and transit of the artwork both to and from the gallery
- The insurance of the artwork while in transit.
- Any specific instructions for the curation of the exhibition.
- Payment for any damage caused to the gallery walls if the hanging system provided by the gallery is not used.

- The cost of the installation of any supporting computer hardware, audio visual equipment, props etc
- Leaving the gallery in a clean and tidy condition at the end of their exhibition
- Paying a commission on all sold work to The Art Vault of one third the selling price after GST has been deducted. (This is 1/11 of selling price for GST registered artists and 1/33 for non registered GST artists).

The Art Vault's responsibilities

The Art Vault will provide:

- A gallery which is staffed during normal open hours
- The staffing and service of guests during an opening
- Staff to take sales and to arrange the packaging and sending of all sold work
- RCTI's to all artists on the sale of their artwork
- Payment on all sales within a month of all completed payments by clients on artwork
- Music and a microphone during exhibition openings
- Basic nibbles, beer and wine during an opening
- Assistance for the artist in the curation and hanging of an exhibition
- The numbering of artworks and a sheet available for clients which includes the title, medium, size and cost of each artwork
- A gallery which is lit with gallery standard lighting
- A gallery which is climate controlled
- A gallery hanging system from rails using D rings
- Plinths for the display of three dimensional artworks
- The design, printing and distribution of invitations through both electronic media and hard copy
- The promotion of exhibitions in art journals, on the website and Facebook
- A client email list for exhibitors. Artists are invited to provide an additional list of their own to be added to The Art Vault's list.
- Administrative expenses such as electricity, security, phones, printing etc
- The insurance of all artwork on the premises

Application for an Exhibition



Initial Application

* Please note: due to The Art Vault being a privately funded arts facility, each exhibition MUST have a commercial component. We rely on sales to keep our doors open and although we support ephemeral art, we are unable to exhibit it due to the general unsalable nature of such works.

Please complete the attached application form and post it along with all required support materials and a sufficiently stamped self addressed envelope if you wish for any material to be returned.

Only postal applications are considered and all information must be sent together as one package. All photographic work and digital documentation is the responsibility of the artist and not The Art Vault staff. All applications must be typed in 12 point font size. The submission must include the following information with the initial application:

1. The preferred months for an exhibition.
2. A description of the exhibition including the medium and scale of the work you wish to exhibit.
3. An artist's statement.
4. A curriculum vitae (1-2 pages typed) – that includes: year born; key events (qualifications, major employment, grants); individual and group exhibitions (most recent first); awards; collections and commissions; selected reviews and publications; and gallery representation if applicable. For group exhibitions – one page per person.
5. Photographic support material, i.e. high resolution jpegs on CD or USB (jpeg format). This visual support material should indicate the media to be used and examples of the direction of the work to be exhibited. Ten images maximum for a single application and twenty images maximum for a group show.

6. A completed application form including a statement that gives the gallery the right to use visual imagery of the artist's work for promotional purposes (catalogues, invitations, media promotion and the website).

Send all applications to:

Julie Chambers
Director
The Art Vault
PO Box 5113
Mildura 3500

Exhibition Application form for The Art Vault

Artist's Name (last) _____ (first) _____

Mailing Address _____

(City/ town) _____ (state) _____ (postal code) _____

(Country if applicable) _____

Email address _____

Telephone (day) _____ (mobile) _____

Alternative contact (name) _____ (tel.) _____

If this is a joint exhibition please state all artist(s) involved

(name) _____ (tel.) _____

(name) _____ (tel.) _____

(name) _____ (tel.) _____

(name) _____ (tel.) _____

Preferred Exhibition months (e.g: Oct/Nov 2014)

Please note the pricing of the exhibition spaces and state the category under which you are applying

Category 1 (external applicant – fee for small gallery \$620) _____

Category 2 (external applicant – fee for large gallery \$1240) _____

Category 3 (in house studio artist – fee for small gallery \$420) _____

I, _____ give The Art Vault permission to use images of my work for promotional purposes in gallery catalogues, on invitations and the gallery website, and for the promotion of the artist in the media.

Signature _____ **date** _____

Requirements once an application has been accepted

Successful applicants will be required to pay a non-refundable deposit of 25% of the total exhibition fee within a month of being notified that their application has been successful.

THE ART VAULT BANKING DETAILS

BSB 013 725

Account number 4940 187 95

ANZ

*Please ensure the transaction is **labelled with your name** and **email Julie confirmation** when paid (juliechambers@theartvault.com.au). A receipt will be issued upon confirmation of payment.

Three months prior to exhibition please:

1. Provide a selection of high resolution jpeg images of the works to be exhibited on CD or USB which are able to be used for publicity purposes. Also include all artwork details (title, medium, size, date).
2. Provide an artist statement pertaining to the relevant exhibition which may be supplied to various media and The Art Vault website.
3. Discuss the opening night options and speaker with The Art Vault
4. Provide the title of exhibition

One month prior to the exhibition please:

1. Provide an updated curriculum vitae
2. Provide photographic support material of the work in the exhibition, i.e. photographic images or digital images on CD or USB (jpeg format). This visual support material should be accompanied by a description which clearly identifies the image, the title of the work, date, medium, dimensions and a suggested selling price (which includes GST if registered and/or artist asking price). All images should be clearly labelled with your name. The direction of your work should be clearly indicated.
3. Arrange the professional presentation of your work and ensure that any framed works conform to the gallery hanging system which will only use D rings as hanging support.
4. Provide The Art Vault with an ABN number or alternatively include a completed Australian Government Taxation Office **Statement by a Supplier** form stating the reasons for not quoting an ABN.

* It should be noted that unless an ABN number or a Statement by Supplier form is supplied then 46.5% of the money made by the artist is to be sent to the tax office.

5. If required, provide a digital mailing list of up to 50 people in email format
6. Organise the transport of artwork to and from The Art Vault and the insurance of your work during transit.
7. Ensure that all of your work conforms to the gallery hanging and/or installation system. Arrange for your work to be installed and demounted.
8. If you require extra catering at the opening, please make these arrangements in consultation with The Art Vault staff. Please note The Art Vault will supply a small quantity of nibbles and wine at each opening.

One Week before Opening

1. Arrange for the delivery of work to the Art Vault.
2. Provide The Art Vault with finalised details for the gallery price list.

At the end of your exhibition

Make arrangements for the cleaning or repairing of the Gallery after the opening and at the end of the exhibition if required. The Art Vault staff will discuss with you any repairs they feel need to be rectified such as holes filled, painting touch ups etc.

Checklist when applying for an exhibition

- Have you indicated possible dates for an exhibition?
- Have you enclosed a stamped self addressed envelope if you require any of your application support materials to be returned?
- Have you described the media you intend to use and the scale of your work for the exhibition?
- Have you completed an artist's statement of less than one page for your exhibition?
- Have you submitted your updated curriculum vitae?
- Have you supplied no less than 10 high quality images of work which indicate the proposed direction of your exhibition? NB If this is a group exhibition then you need to supply less than 20 images in total.
- Are these images sharp, in high resolution jpeg format and on a CD?
- Has each image been clearly labelled with the artist's name, title of the work, date, size and medium?
- Have you completed and enclosed the application form?
- Has all of the above been placed in a large addressed and stamped envelope if being posted or all of the above placed in a folder addressed to: The Art Vault, PO Box 5113, Mildura, 3502. No emailed or faxed information will be accepted.

Statement:

All artists holding an exhibition should be aware that The Art Vault reserves the right to maintain items such as ceramics, glass, jewellery and basketry on plinths, and within display cabinets. Furniture within the gallery is part of the gallery persona and is unable to be removed.

2 Commission on Sales

The Art Vault takes a commission on all sales made through the gallery. This is one third of the selling price **after** GST. If the artist is not GST registered then the GST payable is 1/33 of the selling price. If the artist is GST registered then the GST payable is 1/11 of the selling price.

For example if the artist is not GST registered and the selling price is \$330 then the GST payable is \$10. This leaves \$320 to be divided between the artist and the gallery in a ration of 2:1. The artist receives \$213.33 and the gallery receives \$106.66.

If the artist is GST registered and the selling price is \$330 then the artist receives \$220 (includes \$20 GST payable) and the gallery receives \$110 (includes GST of \$10 payable).

If The Art Vault pays for the framing of a work given to them for selling by an artist then this amount is deducted from the selling price prior to the commission being worked out.

3 Artist's Information Sheet

Name of artist _____

Date of birth _____

Residential address _____

Postal address _____

Home phone (____) _____ Work phone (____) _____ Fax (____) _____

Mobile _____ Email _____

ABN _____ or a signed statement for the Taxation Department
(attach if applicable).

Reminder: the Gallery is required to keep 46.5% tax on work sold for the Department
of Taxation if there is no ABN number for the Artist or Statement by Supplier.

Category for website (please circle applicable categories)

Local artist
Studio artist
National artist
International artist
Indigenous

On an attached typed A4 sheet please provide the following information

1. Biography/CV
2. Exhibitions
3. Awards/publications/commissions (if applicable)
4. Collections
5. Artist's statement
6. Gallery representation (if applicable)
7. Copyright licence to The Art Vault for the promotion of the work.

Bank Details

Name of account _____

Bank _____

Branch _____

BSB _____

Account Number _____

Are you GST registered _____

4 Information on artwork

Name of artist _____

Code for artwork (The Art Vault to complete) _____

Title of artwork _____

Year completed _____

Medium _____

Size _____ cms

Owner / Provenance _____

Pricing of artwork

a) Artist's asking price WITHOUT GST if not GST registered _____ or

b) Artist's asking price WITH GST if GST registered _____

or

c) Recommended Retail Price INCLUDING GST _____

Permission for the Gallery to use Artwork for promotional purposes

I give my permission to The Art Vault to use images of the above artwork for promotional purposes as it deems fit such as on The Art Vault website, in catalogues, the media, on invitations and in advertisements for the artist and The Art Vault.

Signed artist or artist's legal representative _____

Name in full (please print) _____

Date _____

Signed Director of The Art Vault _____