

FULLARTON PARK COMMUNITY CENTRE

Incorporating the Hughes Gallery

Hughes Gallery EXHIBITING IN 2020

Hughes Gallery is located within the Fullarton Park Community Centre (FPCC), and is operated by FPCC staff for the City of Unley.

Proposals for exhibiting in 2020 are due 5pm, Friday 28 June 2019.

Proposals will be assessed by the selection committee after submissions have closed, with successful applicants thereafter being offered exhibition timeslots. All proposals will be assessed with regard to creating a balanced exhibition program. Criteria for consideration may include artistic merit and theme/concept.

If you wish to submit a proposal outside of this timeframe, please contact FPCC.

NB. Hughes Gallery has the right to reject work not consistent with the City of Unley's values.

HOW TO APPLY

1. Read the **General Information and Terms of Use** included in this document.
2. Fill in the appropriate **Proposal to Exhibit Form** included in this document and submit to Fullarton Park Community Centre (FPCC). Images of representative artwork may be provided separately prior to the submission date.

GENERAL INFORMATION AND TERMS OF USE

EXHIBITION DETAILS

Exhibition Duration	4 weeks (includes set-up and pack-up time)
Gallery fee	\$280.00 including GST
Sales Commission	22% (20% plus GST on commission)
Gallery Hours	Monday to Friday: 10am-4pm (FPCC staff supervise from Reception Office) Weekends, after hours & public holidays: Open only if Artist attending gallery.
Insurance	Responsibility of the Artist.
Freight	Artists are responsible for any associated transport costs to and from Hughes Gallery.
Hanging	Artists are responsible for physically hanging, displaying and lighting of artwork. Hanging advice can be provided upon request. All 2 dimensional works must be appropriately framed with suitable hanging mechanism. Artwork must be clearly identified with a numbering system.
Alterations	No alterations to the space may be carried out without express consent of Hughes Gallery.
Repairs	All markings or alterations to any surface by the Artist as part of the exhibition must be removed immediately by the artist after the close of the exhibition.
Gallery Condition	Any damage to surfaces will be repaired and charged directly to the Artist. FPCC Staff are unable to guarantee that the gallery will be in pristine condition prior to each exhibition.
Opening Night Launch	Artists must negotiate launch date and details with FPCC prior to finalising any launch arrangements. Artists may use the Community Room for their opening night launch. FPCC prefers artists to host the opening night launch on the first Friday of the exhibition. Artists are responsible for organising all aspects of their launch.

PUBLICITY DETAILS

Exhibition Information	The Artist agrees to supply Hughes Gallery with exhibition details and publicity information in advance to allow the gallery to assist with compiling and promoting all exhibitions in the 2019 exhibition program.
Copyright	Copyright of all work remains with the Artist. Hughes Gallery reserves the right to reproduce the work of the Artist for the purposes of maintaining a slide file of works for publicity and creating a database.
Artist Responsibility	The Artist is responsible for arranging advertising and publicity for the exhibition. Hughes Gallery is unable to offer financial assistance with associated exhibition costs.
City of Unley Advertising	Hughes Gallery will assist, where possible, by: <ul style="list-style-type: none">• Listing exhibition details on City of Unley Website• Circulating information through City of Unley Community Centres and Libraries• Publishing the annual Hughes Gallery Exhibition Program flyer• Exhibition listings in The Unley Life publication (when available)
Hughes Gallery Banner	Hughes Gallery will arrange the printing of a vinyl display banner for each exhibition to appear on the corner of Fullarton Road and Fisher Street. Details indicate the exhibition title, dates and artist or art group name.
Invitations	The Artist is responsible for organising, designing, printing and distributing of invitations. We recommend that Artists provide a proof prior to printing or publishing to ensure information is accurate. Hughes Gallery will email invitations to its emailing database using a specific gallery template. We encourage Artists to supply FPCC with a small quantity of printed invites for distribution and display.
Catalogue	FPCC Staff can arrange catalogue photocopying (black & white) as required. FPCC Staff can also assist in creating the catalogue via template (given sufficient notice).

SALES OF ARTWORK

Gallery Sales	All sales must be remitted through FPCC and the FPCC's process for payment must be followed.
Sales Tax Invoice	If required, FPCC Staff can issue a tax invoice (detailing GST component) for buyers.
Receipt of Payments	During office hours: sales handled by FPCC Staff (unless Artist in attendance) Outside office hours: Artist must safely remit any accepted payments to FPCC Staff with appropriate documentation.
Payment Options	During office hours: cash, cheque, EFTPOS Outside office hours: cash & cheque only All payments must be made to FPCC
Payment of Work	Buyers must submit full payment and collect their purchase within 5 working days of the exhibition's conclusion.
Collection of sold artwork	Sold artwork must not be removed from Hughes Gallery without full payment having been made.
Follow-up of unpaid &/or uncollected artworks	The Artist is responsible for ensuring that sold works are fully paid and collected as required above. If the buyer fails to collect the work by this time, Hughes Gallery will request that the Artist contact the buyer to negotiate payment and collection within 10 working days.

PAYMENTS TO ARTISTS

Payment Calculation	Total sales less sales commission = Payment due to Artist
ABN or Hobby status	Artist must provide FPCC with an ABN or a signed "Statement by a Supplier" form prior to the exhibition conclusion.
Payment Requests	FPCC will organise a payment request on behalf of the Artist once ALL sold artworks have been fully paid AND collected by buyers.
Payment Timeframe	Cheques or EFT payments to Artists are issued according to City of Unley's Accounts Payable procedures (may take 2-3 weeks from payment request date).

GALLERY INFORMATION

Size	Wall space 17m (linear); floor area 40m ² ; ceiling height 4m.
Floor	Polished wooden floor boards.
Walls	Plaster rendered walls; painted half Pale Biscuit colour
Air-conditioning	Ducted reverse cycle (control panel in gallery)
Lighting	Suspended lighting track with Halogen spotlights; motion sensor
Power	Equipped with two double power points
Hanging system	Versatile tracking system - adjustable clear nylon line suspension design with Curtrax adjustable hooks.
Display	Hughes Gallery has several plinths of various sizes.
Security	Hughes Gallery can be locked and monitored by front area alarm system.

LOCATION & MAP

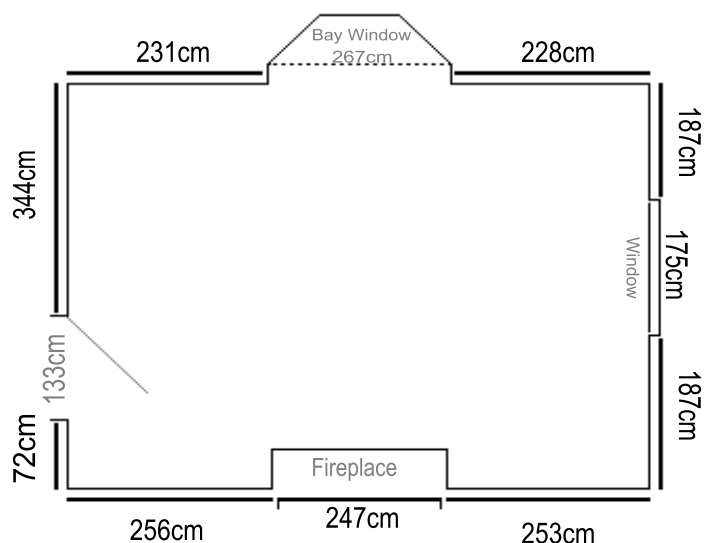
Fullarton Park Community Centre



411 Fullarton Road
FULLARTON SA 5063

Gallery Space

Gallery is located at the front Left-hand side room within Fullarton Park Community Centre building



(map not to scale, suggestive only)

HUGHES GALLERY, Fullarton Park Community Centre, 411 Fullarton Road FULLARTON SA 5063
Phone 8372 5180, Fax 8272 1823, Website unley.sa.gov.au/hughesgallery

FULLARTON PARK COMMUNITY CENTRE

Incorporating the Hughes Gallery

Hughes Gallery PROPOSAL TO EXHIBIT IN 2020

Proposals Due 5pm, Friday 28 June 2019

Gallery Fee \$280

EXHIBITOR'S DETAILS

NAME _____

GROUP/ORGANISATION _____

ADDRESS _____

TELEPHONE _____

MOBILE _____

EMAIL _____

EXHIBITION DETAILS

EXHIBITION TITLE _____

BRIEF DESCRIPTION _____

MEDIUM OF WORKS _____

NUMBER OF WORKS _____

SIZE OF WORKS _____

APPROXIMATE
TIMEFRAME

(circle one or more)

FEB-APR

APR-JUNE

JUL-SEPT

SEPT-DEC

Have you exhibited at Hughes
Gallery before?

NO

YES Details.....

ATTACHMENTS**

EXAMPLES OF WORK

Please supply high quality representative examples of artwork to be exhibited. Photos can be emailed to pdale@unley.sa.gov.au or delivered in hard copy, memory stick or CD to 411 Fullarton Road, Fullarton SA 5063

ARTIST'S CV

Please attach your artist's CV or a description of you or your group's artistic history

PLEASE SIGN

I have read the General Information and Terms of Use

****NB the selection committee is only able to consider proposals for which examples have been provided.**

Signature _____

Date _____