

# FULLARTON PARK COMMUNITY CENTRE

Incorporating the Hughes Gallery

## Hughes Gallery EXHIBITING IN 2024

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 2024 are **due 5pm, Friday 23 June 2023**.

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 **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

<b>Exhibition Duration</b>	4 weeks (includes set-up and pack-up time)
<b>Gallery fee</b>	\$300.00 including GST
<b>Sales Commission</b>	22% (20% plus GST on commission)
<b>Gallery Hours</b>	<b>Monday to Friday:</b> 10am-4pm (FPCC staff supervise from Reception Office) <b>Weekends, after hours &amp; public holidays:</b> Open only if Artist attending gallery.
<b>Insurance</b>	Responsibility of the Artist.
<b>Freight</b>	Artists are responsible for any associated transport costs to and from Hughes Gallery.
<b>Hanging</b>	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.
<b>Alterations</b>	No alterations to the space may be carried out without express consent of Hughes Gallery.
<b>Repairs</b>	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.
<b>Gallery Condition</b>	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.
<b>Opening Night Launch</b>	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

<b>Exhibition Information</b>	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 exhibition program flyer.
<b>Copyright</b>	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.
<b>Artist Responsibility</b>	The Artist is responsible for arranging advertising and publicity for the exhibition. Hughes Gallery is unable to offer financial assistance with associated exhibition costs.
<b>City of Unley Advertising</b>	Hughes Gallery will assist, where possible, by: <ul style="list-style-type: none"><li>• Listing exhibition details on City of Unley Website</li><li>• Circulating information through City of Unley Community Centres and Libraries</li><li>• Publishing the annual Hughes Gallery Exhibition Program flyer</li><li>• Exhibition listings in The Unley Life publication (when available)</li></ul>
<b>Hughes Gallery Banner</b>	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.
<b>Invitations</b>	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.
<b>Catalogue</b>	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

<b>Gallery Sales</b>	All sales must be remitted through FPCC, and FPCC's process for payment must be followed.
<b>Sales Tax Invoice</b>	If required, FPCC Staff can issue a tax invoice (detailing GST component) for buyers.
<b>Receipt of Payments</b>	<b>During office hours:</b> sales handled by FPCC Staff (unless Artist in attendance) <b>Outside office hours:</b> Artist must safely remit any accepted payments to FPCC Staff with appropriate documentation.
<b>Payment Options</b>	<b>During office hours:</b> cash, cheque, EFTPOS <b>Outside office hours:</b> cash & cheque only All payments must be made to FPCC
<b>Payment of Work</b>	Buyers must submit full payment and collect their purchase within 5 working days of the exhibition's conclusion.
<b>Collection of sold artwork</b>	Sold artwork must not be removed from Hughes Gallery without full payment having been made.
<b>Follow-up of unpaid &amp;/or uncollected artworks</b>	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

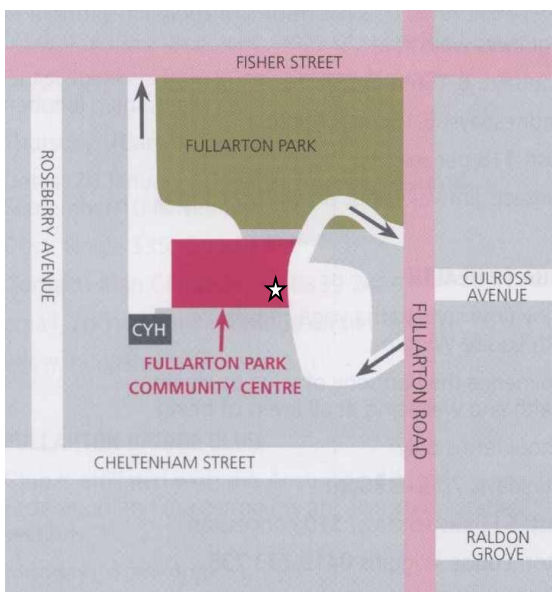
<b>Payment Calculation</b>	Total sales less sales commission = Payment due to Artist
<b>ABN or Hobby status</b>	Artist must provide FPCC with an ABN or a signed "Statement by a Supplier" form prior to the exhibition conclusion.
<b>Payment Requests</b>	FPCC will organise a payment request on behalf of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

## GALLERY INFORMATION

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

## LOCATION & MAP

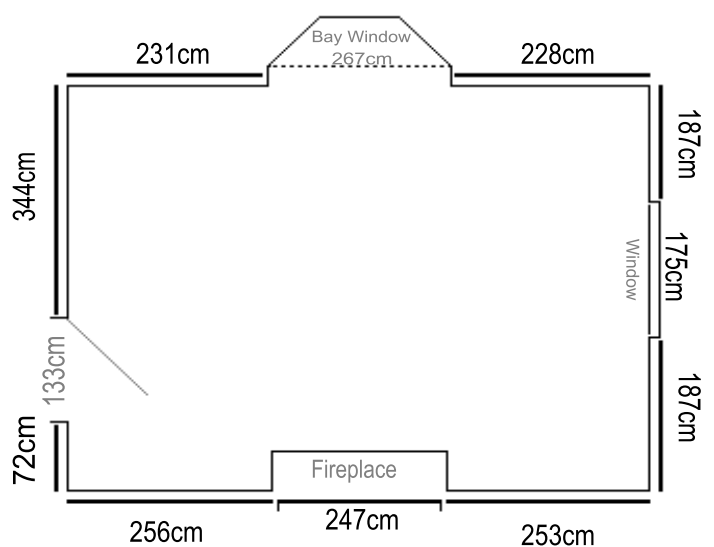
### Fullarton Park Community Centre



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)

# FULLARTON PARK COMMUNITY CENTRE

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## Hughes Gallery PROPOSAL TO EXHIBIT IN 2024

Proposals Due 5pm, Friday 23 June 2023

Gallery Fee \$300

### 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 [fpcc@unley.sa.gov.au](mailto:fpcc@unley.sa.gov.au) or delivered in hard copy or memory stick 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 \_\_\_\_\_