



## THE MAIN EVENT GALLERY

EXHIBITION PROPOSAL and GUIDELINES - Rental Gallery: THE MAIN EVENT  
Fraser Coast Art Gallery and Academy

FC ART  
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Fraser Coast Art Gallery and Academy (FC ART) is a privately run commercial gallery developed to support and develop industry opportunities for artists. Our policies and procedures are followed to meet best practice in the arts and culture industry whilst seeking to promote Fine Art in a contemporary setting. Our Exhibition Proposal Guidelines have been prepared to provide you with all the necessary information you need in relation to submitting a proposal to exhibit at FC Art.

### ABOUT US:

FC Art is a multi-faceted enterprise that exists to support artists and celebrate contemporary fine art. Home to Artist Run Initiative Red Stable and proud supporter of the Fraser Coast Art Collective, we are always on the lookout for talent! We have a gallery space available for exhibitions and are excited to consider new applications from artists at all stages of their career. Our preference is for innovative work that has a solid concept and reason for being.

Artists or organisations wishing to exhibit at FC Art Gallery will need to read the following background information below and then submit the application form attached.

#### GUIDELINES FOR EXHIBITORS:

All memorable exhibitions begin with an imaginative concept. Initially your concept may be broad and ambitious or very simple and defined. At the early stages of an exhibition, it is important to objectively assess your work and to research any reference points you are interested in exploring. You may visualise your show as a complete departure from your normal practice, a chance to experiment with new techniques or imagery, or it may be a consolidation of your established work.

After developing your concept through testing and refinement, start examining the feasibility of the show. This is an essential time to come in and see first-hand the dimensions of the Gallery and to consider the number of works and your style of presentation. Our team can advise on the appropriate use of display equipment to professionally configure the presentation of your exhibition.

Be aware, there may be some restrictions on the size and weight of the works we can display. Do not produce the artwork, and then attempt to fit it in the space. We can provide a copy of the gallery floor plan to help design your show but if you think you may be pushing the boundaries just a little bit (and we really don't mind if you do!) maintain a degree of flexibility throughout the process of developing and presenting your exhibition and talk to us throughout the process.

#### CONSIDER YOUR EXHIBITION BUDGET:

Creating an exhibition is very exciting and we want you to be well prepared. For your reference, these are the typical costs your exhibition may incur:

- ✓ Development, production, framing and presentation
- ✓ Hire of exhibition space
- ✓ Insurances
- ✓ Transport and freight
- ✓ Documentation
- ✓ Exhibition opening function (catering and guest speakers)
- ✓ Public and education program speakers/material and preparation
- ✓ Catalogue or room brochure

- ✓ Preparation and distribution of promotion and advertising material

And do be aware! Sadly, this list is not exhaustive!!! Our team and the incredible FC Art Collective can put you in touch with different organisations and processes who may be able to support you funding your exhibition. Let us know if we can help!

Your exhibition proposal will be assessed by the FC Art team who will decide if you are a good fit for our exhibition program. Our staff will be happy to provide critical and constructive appraisal of your proposal if the application is unsuccessful and may be able to suggest alternative avenues for showcasing your work, if need be.

To give your exhibition proposal the best chance of success it is essential that you provide all the information requested in this application and address each section in full. If, for example, you have not provided a CV or good quality images of current work, or your proposal is poorly presented, your application may not be accepted and a resubmission may be requested.

Do seek the advice of Gallery staff or the assistance of someone who has skills in document and image presentation if you can but bear in mind that it really is your works that will be of particular interest. Support for your application process can be found at FC Art Collective. We'd be happy to put you in touch!

Putting an exhibition together is a big endeavour and we're excited to work through the process with you! All the best putting your application together!

*Susie and Akos*

FC Art



## **EXHIBITION PROPOSAL FORM**

1. APPLICANT: Name of Exhibitor/s: \_\_\_\_\_

Primary Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Mob: \_\_\_\_\_

Email: \_\_\_\_\_

### 2. EXHIBITION:

Working title of exhibition: \_\_\_\_\_

Summary of exhibition project: \_\_\_\_\_

\_\_\_\_\_

Summary of aims and benefits of exhibition project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A4 Exhibition project rationale: AS AN ATTACHMENT

**3. Exhibition Dates: When would you like to exhibit?**

Preferred exhibition dates cannot be guaranteed, however we will accommodate

	DATE FROM:	DATE TO:
First preference		
Second Preference		
Third preference		

preferences where we can.

CHECKLIST: Please attach to your application

1. ARTIST CV
2. A4 EXHIBITION RATIONALE
3. UP TO 10 IMAGES OF YOUR (YOUR GROUP'S) WORK
  - ii. Include artist name
  - iii. Work titles
  - iv. Media and support
  - v. Dimensions
  - vi. Brief description of what it is about/ why you created it (100 words or less)

PLEASE DO NOT SEND ORIGINAL ARTWORK WITH THIS APPLICATION

Upon acceptance of your proposal you will be offered an exhibition contract. The applicable Exhibition Terms and Conditions are listed below:

## Agreement Details

### 1. EXHIBITION :

FC Art agrees to exhibit the work of the Exhibitor/s. The exhibition installation and presentation will be planned in consultation between the Exhibitor/s and FC Art.

PLACE OF EXHIBITION: Fraser Coast Art Gallery and Academy.  
9/17 Liuzzi Street, Pialba, Qld 4655.

Hereinafter called (The Venue)

GALLERY SPACE: THE MAIN EVENT

### 2. DURATION AND CONSIGNMENT

1. The term of the contract shall be the period of the exhibition.
2. The venue may be booked for a number of consecutive weeks.
3. A booking begins at 9.00am on the first day of the contract and ends at 3.00pm on the last day of the contract.
4. It is the responsibility of the FC Art to distribute sold work.
5. Staffing is the responsibility FC Art
6. Exhibitors are encouraged to be on site with their exhibition as often as they can be
  - a. Exhibitors must complete a site induction

### 3. PUBLICITY AND PROMOTION

1. The responsibility and costs of publicity, promotion will be shared between FC Art and the exhibitor as follows.
  - a. FC Art will market across all of its platforms as per its normal and regular marketing strategies
  - b. Expenses beyond this advertising and promotion will become the responsibility of the exhibitor
2. It is advised that the Exhibitor/s procure a press release accompanied with a good quality image and make all efforts in pursuit of publicity for their show.
3. Event catering is the sole responsibility of the exhibitor unless prior arrangements are made with FC Art
4. If FC Art agree to cater an event the exhibitor will be charged a fee of \$100

### 4. DELIVERY

1. The responsibility for insurance, packing and transport to and from the Venue will be borne by the Exhibitor/s.
  2. Delivery time and date will be agreed a minimum of 7 days prior
5. INSTALLATION

1. The installation, hanging and de-mounting of the exhibition is the responsibility of the Exhibitor/s in consultation with FC Art
2. FC Art retains the right to determine the best approach to hanging the exhibition with respect to the art work created
3. The Exhibitor/s agrees to discuss hanging requirements with the Exhibition Coordinator prior to the installation period.
4. The Exhibitor/s agrees to consult with FC Art before using any equipment and shall not alter any fixtures in the space provided by FC Art. The Exhibitor/s agrees to consult with FC Art before bringing in or using any potentially damaging equipment or materials.
5. The Exhibitor/s agrees to hang the artworks using the established hanging system in use by the Venue, and to restore the Venue to its condition prior to installation.
6. FC Art will direct the Exhibitor/s with advice and /or the installation, hanging and / or demounting of the exhibition.
7. FC Art has the right to withdraw work from the Exhibition if the work involves a breach of copyright or other rights, or if the work is deemed by FC Art to be incompatible with the Gallery's standards.
8. Prior to and following installation of artwork, a Condition Report will be completed by gallery staff or representatives detailing the overall specific condition of each object receipted into the Gallery.
9. FC Art will oversee all aspects of the installation and dismantling of artworks by visiting artists unless otherwise negotiated.
10. Exhibitor/s are responsible for preparing their own artworks.
11. Exhibitor/s must fix or alter hanging hooks or other hanging devices on artworks as required, to facilitate satisfactory display and integrity of the work(s)
12. Exhibitor/s will prepare all labels and supporting exhibition information but will be subject to approval by FC Art.
13. Exhibitor/s will provide details of all didactic and supporting exhibition information including labels a minimum of 7 days prior to the exhibition.
14. The artist/exhibitor or representative is required to be on site during an installation and will be given a site-specific safety induction and acknowledge this by signature on Form **TBA**
15. It is the responsibility of the artist/exhibitor or representative working on site to adhere to all Workplace Health and Safety procedures and to follow the directions FC Art staff or authorised representatives.

6. ACCESS

1. Access will only be granted if all payments have been received into FC Art's bank account 7 days prior to the commencement of the rental period
2. The Exhibitor/s agrees to discuss any and all onsite proposed events to be held in conjunction with the exhibition with FC Art prior to the installation period and in accordance with our broader facility policies

7. GALLERY HIRE COSTS

Cost will be allocated as follows:

# FC ART Gallery Hire Proposal and Guidelines EXHIBITION AGREEMENT

Space (*please refer to the floor plan attached*)

## Gallery Hire Rates:

RATE:	FULL FEE	ART COLLECTIVE	ELEVEN
DAILY	\$80	\$76	\$72
WEEKEND	\$150	\$142.50	\$135
WEEKLY	\$250	\$237.50	\$225
FORTNIGHT	\$480	\$456	\$432
3 WEEKS	\$700	\$665	\$630
4 WEEKS	\$830	\$798.50	\$747

Bond (refundable): \$200 (Not applicable to verified ELEVEN or FC Art Collective Artists)

Hire fee to be paid on confirmation email from the gallery coordinator. (Payment plans available)

1. No cost shall be incurred by either FC Art or Exhibitor/s in the name of the other party without the prior written approval of the party liable to pay the costs.
2. On signing this contract the Exhibitor/s agree to pay the applicable full gallery hire payment.
3. The Exhibitor/s agree to pay a bond of \$200 which is refundable after the end of the rental when:
  - a. the Gallery is left clean and in good condition
  - b. after any restitution has been made for any damages that may have occurred to the Studio and Gallery
4. Access will not be provided until the gallery hire has been received.
5. FC Art has no obligation to proceed with the exhibition and can relet the gallery if the full rental costs and bond have not been received by the due date.

## SALES

1. All sales will be processed through the galleries POS system
2. All sales will incur a 35% commission payable to FC Art (Not applicable to ELEVEN members, refer to individual contracts.

## 8. PRINTED INVITATIONS

1. If printing invitations, the Exhibitor/s is encouraged to deliver approximately 50 invitations to the gallery, two (2) weeks prior to the exhibition to use for promotional purposes.
2. The Exhibitor agrees to use the FC Art logo in all printed invitations and catalogues. The gallery logo will be made available on request from the Gallery Coordinator.

## 9. ELECTRONIC INVITATIONS

FC Art agrees to promote the Exhibitors e-invitation on the FC Art Marketing platforms and as such, it is the Exhibitor's responsibility to supply FC Art with:

1. The artwork for their e- invitations
2. A minimum of two (2) or more high quality JPEG images (preferably those used on the artists printed invitation)
3. the relevant information of title, size, media, and full exhibition and opening details as soon as possible but, no later than one (1) month prior to the exhibition date for promotional use.

**10. DOCUMENTATION OF THE EXHIBITION**

1. For its own records and archives FC Art may document the exhibition through appropriate means (e.g. digital photography, slides, and/or video) and use these images for promotional purposes.
2. The Exhibitor/s is responsible for his/her own documentation.
3. Exhibitor/s are required to sign FC ART MARKETING AND MEDIA DESCRIPTION AND RELEASE FORM

**11. COPYRIGHT**

1. The copyright in each work shall remain the property of the Exhibitor/s

**12. INSURANCE AND LIABILITY FOR LOSS, THEFT, DAMAGE, FIRE & PERILS**

1. FC Art agrees to take utmost care in handling and exhibiting all artwork(s), but shall not be responsible for all loss or damage, howsoever caused.
2. It is the Exhibitor/s responsibility to insure artworks for loss or damage and to ensure they have appropriate Public Liability Insurance to cover their own activities.
3. FC Art will cover artwork thus:
  - a. INSURANCE: FC Art will provide insurance of artworks whilst on the premises or in transit to an FC Art fortified event.
    - i. FC Art has an insurance policy to cover all artworks exhibited in a physical space at and by FC ART.
  - b. Insurance coverage for the transport of works to and from FC ART is the artist/exhibitor responsibility unless otherwise negotiated.
  - c. Insurance does not begin until artwork(s) have been registered into the gallery system and the presenting condition is recorded.
  - d. Insurance extends to damage caused by a gallery representative with authorisation to participate in handling artworks or equipment provided by FC ART, or the gallery building.
    - i. Insurance does not cover damage caused by negligence of the artist.
    - ii. Insurance does not cover damage caused by negligence by any person not authorised by FC Art to assist with handling the artwork including other ELEVEN artists
    - iii. The artist will need to have independent insurance to cover damage caused by their own negligence or the negligence caused by a person they authorise to handle their artwork that is not approved by FC Art.
  - e. All artwork, receipted into the Gallery must have a dollar value registered on the List of Works form.
    - i. In the event of a dispute arising over the value of an artwork, FC ART reserves the right to seek an independent valuation.
    - ii. In the event of an insurance claim arising out of an exhibition, the FC ART response to any such claim will be based on the decision of the underwriter.
    - iii. FC ART insurances are subject to excess limits, which will apply to any claims made against the insured.

**13. UNCLAIMED ARTWORK:**

1. All unsold artworks will be collected promptly on an agreed date, at the termination of a contract that is not to be renewed and the artist/exhibitor must make all reasonable effort to ensure artwork(s) are collected by the advised date.
2. Any change to collection date must be negotiated with FC Art
3. All artwork(s) must be signed off and conditioned by FC Art staff against the original List of Works and Condition Report form and signed out by the artist/exhibitor or representative before leaving the premises.
4. If a representative is to collect the artwork(s), a signed letter or copy of artist/exhibitor ID must accompany your person before work(s) will be released.
5. Artwork(s) not collected within the agreed time period or an alternate arrangement made, the artwork will become the property of FC Art and they will reserve the right to decide the receipt or disposal of the work henceforth

#### 14. PUBLIC SAFETY:

1. The Exhibitor/s agrees to take all measures necessary to ensure that their work(s) will not cause or potentially cause any injury to any person.
2. FC Art shall direct alterations to the way in which the work(s) are exhibited, if, in FC Art's opinion, risk to visitors exists.

#### 15. BEVERAGE/FOOD/SMOKING:

1. During exhibition openings, the provision, service and consumption of food and beverages are determined by the Exhibitor.
2. FC Art reserves the right to cancel the provision, service and consumption of food and beverages should it be deemed detrimental to the proper running in the gallery as deemed by FC Art solely.
3. A policy of No Smoking exists in the premises and within 3 metres of the entry.

#### 16. Securing the Contract

1. The Exhibitor/s agrees to pay a non-refundable deposit of \$100 (for exhibition of one week or longer) plus the refundable bond of \$200 upon signing the agreement to secure the rental of the gallery space for the agreed period.

#### 17. Termination –

1. Each party has the right to terminate the agreement up to 30 days prior to the exhibition booking.
2. If the Exhibitor/s terminates the agreement- the bond will be returned but not the deposit.
3. If the agreement is terminated by the Exhibitor less than 30 days prior to the exhibition booking, the full gallery rental fee will be borne by the Exhibitor and no refunds will be made.
4. If the terminating party is FC Art, all payments including the otherwise non-refundable deposit will be refunded.

#### 18. Assignment -

1. Neither party will assign its rights under this agreement to a third party.
2. Modification – This agreement constitutes the entire understanding of the parties. Any changes must be written and signed by both parties.