



# Art Gallery on Ovens Inc.

## EXHIBITION EXPRESSION OF INTEREST

### GUEST APPLICATION FORM

Thank you for choosing Art Gallery on Ovens Inc. for your Exhibition  
**PLEASE READ OUR TERMS & CONDITIONS BEFORE COMPLETING THIS APPLICATION**

Application Type (please tick)	<input type="checkbox"/> Individual – Solo Exhibition (\$200 pw) <input type="checkbox"/> Shared / Group Exhibition (\$200 pw) <input type="checkbox"/> Community / Non-profit Organisation (\$150 pw)
Title of Proposed Exhibition	
Name of Applicant Exhibitor/Organization	
Contact details	Mobile Phone: Website: Email: Mailing address:
Social Media links	Facebook: Instagram:
Exhibition length: 1-2 weeks	Number of weeks: Total Cost:
Preferred Exhibition Dates	
Preferred MANNING the Gallery OPTION- please circle	Option 1 – Self ‘man’ the exhibition Option 2 - Will pay for SOME OR ALL ‘Manning’ of the Gallery @ \$100 per day. <b>Total days &amp; cost:</b>
Public Liability Insurance (Personal or through GANEA)	

**Please note** - That preferred dates cannot be guaranteed. All applicants will be notified after approval by the selection Committee and exhibition dates will either be confirmed or discussed.

**Please attach the following with your application**

- 100 word artist statement/exhibition statement for groups or organisations, that details your theme or aim of the exhibition. Please use a word docx.
- 3 x images or proposed artworks in JPEG format of at least 1MB in size.

**Please send this form and all information as attachments via email to [info@artgalleryonovens.com](mailto:info@artgalleryonovens.com)**

I agree with the ‘**Main Gallery Exhibition Terms and Conditions**’ and understand the requirements involved in an exhibition at Art Gallery on Ovens.

Please print your name \_\_\_\_\_

Please sign and date \_\_\_\_\_

We look forward to collaborating with you



# Art Gallery on Ovens Inc.

---

## EXHIBITION EXPRESSION OF INTEREST

### GUEST ARTIST - MAIN GALLERY EXHIBITION TERMS & CONDITIONS

#### Financials

- The cost to exhibit at Art Gallery on Ovens is \$200 per week + 20% commission on sales. If Option 2 is selected for some or all exhibition days, an additional cost of \$100 per day is required for 'manning' the exhibition.
- Minimum exhibition duration is one week, maximum two weeks.
- You will need to pay a \$100 Bond following an approval of exhibition dates. This bond will be returned at the end of your exhibition, subject to gallery conditions and adherence to T&C's.
- Balance of ALL costs MUST be paid to the Gallery, one calendar month before the exhibition date.
- You will receive a 10% commission on any sales that you make of Resident artist's artwork hanging in the Resident Gallery. This excludes cards, prints & other items.
- Sales of your art (less 20% commission and credit card fee of 1.9% of credit card sales) and your commission of Resident artist works, will be deposited into your bank account at the end of the month of your exhibition.
- You are required to provide a copy of your current public liability insurance. Insurance is available through membership with Goulburn & North East Arts Alliance @ [www.ganeaa.com.au](http://www.ganeaa.com.au)
- Please be aware that our Gallery hanging hardware is monitored and you will be liable for any discrepancies and charged for the cost of its replacement.

#### Marketing

- We will supply you with a copy of our logo and details for your use to create a postcard invite.
- You will provide a soft copy of your invitation 6 weeks prior to your booking date for promotion on our website, Facebook, Instagram, as well as via email subscriptions.
- You will deliver to us a hard copy of your invite four weeks prior to booking date.

#### Housekeeping

- During your exhibition you will 'man' the gallery, unless you have selected OPTION 2 for help with SOME or ALL of you exhibition.
- It is your responsibility to keep the gallery at a highly professional standard – you will receive guidelines pertaining to this, as well as our exhibition policies and procedures.
- The gallery is to be OPEN as per our advertised opening days and times; Monday, Thursday & Friday 10am-4pm, Saturday & Sunday 10am–2pm.
- You may extend your open hours of the gallery any time during the week of your exhibition, including your opening drinks, which is at your discretion.

#### Installation

- Install: Tuesday from 12pm and Wednesday. If you wish to open on Wednesday you may. This will mean you have 6 days in a week exhibition, instead of the required 5 days.
- Uninstall: Close Monday 4pm and out by Tuesday noon.
- The gallery supplies hooks, hanging system, credit card facilities, an invoice book, promotion and support. Tubs for ice, glassware and trays for platters for openings.

Please forward your EXHIBITION EXPRESSION OF INTEREST application and supporting information to the gallery selection committee at [info@artgalleryonovens.com](mailto:info@artgalleryonovens.com)