



City of Nedlands

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Exhibition Guidelines 2024

Tresillian Arts Centre



Tresillian
Arts Centre

BACKGROUND

Tresillian Arts Centre (TAC) is a thriving community arts and learning facility, that also provides exhibition opportunities for artists.

The centre is a busy facility, with regular courses running on a term structure and staff assisting visitors from the front office. Approximately 700 adult students attend courses between Monday-Friday each week, and a busy café operates from the centre of the facility during the course term. Seven artists base their studio practice at TAC.

EXHIBITIONS

TAC exhibitions change every 4 weeks. Artists or community groups who would like to exhibit are encouraged to plan at least 1 year in advance if they would like to book an exhibition at TAC.

For artists who would like to exhibit at TAC, applications must be received with a proposal describing the theme of the body of work and the artist's intention with this exhibition.

There is a fee payable for approved exhibition bookings.

There are two fee options:

- 1) an exhibition that includes curation and installation of artworks and catering at the opening event – *Full Exhibition Package*, **or**
- 2) an exhibition where the artist installs the work and caters the opening event – *Basic Exhibition Package*.

Group proposals have some special requirements, please see details in the Guidelines.

Please read through these guidelines for full details of the application and exhibition process. Forward your application proposal for the 2024 exhibition schedule, before the deadline 4pm, 4 August 2023. If you have any questions about the application process, please email your queries to tresillian@nedlands.wa.gov.au.

PROPOSALS

- Deadline for applications is 4pm, 4 August 2023.
- Applications must include the *Exhibition Application Form* and the following support material:
 1. A brief description of the medium, genre and theme of the proposed exhibition.
 2. An indication of the scale and size of the exhibition, ie, approximate number and size of artworks.
 3. 4 – 6 Sample images to indicate the proposed body of work. All images should be clearly labelled and submitted as jpeg images. Label your image files in the following format: ArtistName_Title_Medium. Images to total no more than 6MB for all images. Do not submit original material.
 4. A current curriculum vitae including address, phone number and email address.
- Group proposals must be submitted by a single artist who will be the main point of contact between the artist group and TAC.
- For Group proposals, please submit a total of 6 Sample images with the Application Form.
- Send your application form and support material as a single email to tresillian@nedlands.wa.gov.au by the deadline.
- All applications will be assessed by a panel and artists will be notified of the outcome by the end of August.
- Available dates for exhibitions will be confirmed with successful applicants.
- The artist will receive a formal letter of Offer to Exhibit and the exhibition booking will be confirmed on receipt of the signed agreement and a \$150 Bond.
- The total exhibition fee must be paid at least 60 days prior to the opening date.

CHARGES AND INCLUSIONS

There are two different fee options which the artist can nominate:

- 1 - Full Exhibition package** – total fee is \$1,565 (incl GST) and includes :
- Use of designated area to display works for up to 28 days. Floor plan attached.
 - Curation/hanging of exhibition by experienced TAC staff
 - Use of all hanging equipment
 - Design of exhibition invitation for digital distribution and in-house print of 100 copies
 - Email promotion to TAC contact list (approx. 4,000)
 - Social media promotion on TAC platforms: FB, IG, website
 - Printing of Artwork catalogues, didactics/labels and A3 posters.
 - Artwork Sales are subject to a 30% commission

- Office staff to handle opening night and weekday sales. TAC is not staffed on weekends.
- Catering for the opening event to the value of \$350 will be provided and use of glasses.

***Note, Alcohol and beverages are not included in the fee.*

2 - Basic Exhibition package – total fee is \$865 (incl GST) and includes:

- Use of designated area to display works for up to 28 days. Floor plan attached.
- Use of all hanging equipment, for artist to hang the exhibition
- Design of exhibition invitation for digital distribution and in-house print of 100 copies
- Email promotion to TAC contact list (approx. 4,000)
- Social media promotion on TAC platforms: FB, IG, website
- Printing of Artwork catalogues, floor sheets, didactics/labels and A3 posters.
- Artwork Sales are subject to a 30% commission
- Office staff to handle opening night and weekday sales. TAC is not staffed on weekends.

***Note, Alcohol and beverages are not included in the fee.*

- Exhibition fee must be paid in full 60 days prior to the exhibition opening date
- A \$55 key bond is required if access to Tresillian Arts Centre is needed outside normal working hours. This fee is separate to the exhibition fee and will be refunded on return of the key.

CANCELLATIONS

- A \$150 bond is required at the time of booking the exhibition, paid against cancellations, damage and return of materials.
- If an exhibitor cancels a booking more than 60 days before the exhibition opening date, the \$150 bond will not be refunded.
- If an exhibitor cancels a booking less than 60 days before the exhibition opening date, all fees are non-refundable.
- Cancellations must be made in writing.

DAMAGE AND RETURN OF MATERIALS

- The bond will be returned to exhibitor at the end of their exhibition period provided:
 - The site has been returned to its original state.
 - All artworks and support materials have been removed from the site.
 - Any damage has been rectified to the original condition.

*** Note: refund of bond can take up to 30 days.*

SALE OF WORKS

- Artwork sales will be taken at the office on the opening night and weekdays 9 am - 4 pm. TAC is not staffed on weekends.
- A 30% commission fee will be deducted from the listed price.
- Commission is paid on sales during the exhibition period and on exhibited artwork sold within 28 days of the exhibition ending.
- List price for all artworks must include the 30% commission
- Artist payments for sold works will be processed within 30 days of the end of exhibition.
- Exhibition sales are treated as goods sold on consignment. Therefore, the City of Nedlands is not responsible for payment of GST. If your business is registered for GST, you will have to account for the GST on the sale of the artwork.
- Further information on GST may also be obtained from the following organisations:
 - NAVA (National Association for the Visual Arts) visualarts.net.au
 - Australian taxation office on 13 24 78 or ato.gov.au
 - Your accountant

INSTALLING AND DE-INSTALLING EXHIBITIONS

- The TAC Coordinator retains curatorial right over all work exhibited.
- Artists who have paid the Full exhibition package will have their works installed by TAC staff, and de-installed at the end of the exhibition.
- Artists who have paid the Basic exhibition package will be responsible for the installation of their work and de-installation of all unsold work at the end of the exhibition.
- Installation and de-installation of works must take place outside of TAC's regular operating hours to ensure no disruption to the TAC program.
- TAC's regular operating hours are 8.30 am – 5 pm Monday – Friday.
- Display equipment and resources are supplied by TAC.
- Hiring and insurance for additional equipment is the responsibility of the exhibitor who is also liable for the cost of hiring.
- Exhibitors should meet with the TAC Coordinator well in advance of their exhibition to discuss installation and exhibition requirements.

OCCUPANCY

- The period of occupancy is inclusive, beginning and ending on the agreed dates.
- Following the demounting of an exhibition, the exhibition space must be returned to its previous state and all artworks removed from the space.
- Any damage must be reported to the TAC Coordinator who will arrange repairs.

OPENING EVENT

- Opening event will include 2 hours of staff in attendance for sales and support.
- TAC will supply glasses for beverages at no charge.
- For Full exhibition package option, catering for the opening event will be supplied by TAC, sourced from an appropriate catering company. This is to the value of \$350. For group exhibitions, artists may like to bring in extra catering.
- Alcohol and beverages are **not** included in the Exhibition. All beverages are to be supplied by the exhibitor for both the Basic and the Full exhibition package.
- TAC staff will handle sales at the opening event.
- Artists may wish to invite a guest speaker to officially open the exhibition. Please discuss this with the TAC Coordinator.

CLEANING

- For Basic exhibition package, at the end of the opening event, the exhibitor is responsible for cleaning the kitchen area and any area that was used for serving food and drinks.
- Cleaning should include:
 - All glasses and platters to be washed and dried for storage.
 - Emptying bins of alcohol bottles. Waste and recycling bins with yellow lids are located off Edward Street.
 - Wiping surfaces.
- On completion of cleaning, the exhibitor shall ensure that all lights, heating and cooling units are turned off and that the building is secured.
- For Full exhibition package, Tresillian staff will manage the cleaning and security of the building.

STORAGE

- TAC is unable to offer any storage facilities.
- The exhibitor must remove all packing materials after installing the artworks and all artworks immediately after the exhibition.

LIGHTING

- TAC has adjustable lighting in most areas.

HANGING AND DISPLAY EQUIPMENT

- TAC will provide adjustable hanging lines and hooks suitable for use with the fixed picture rails. Other display methods may be necessary for some works and should be discussed with TAC Coordinator.
- Rectangular plinths and a glass display cabinet are available.
- External display space for exhibition promotion banners is available on the verandas. Banners are to be supplied at the exhibitor's expense for both the Basic and Full exhibition package.

CONDITIONS OF INSTALLATION

- All costs relating to the artwork including freight, transport, materials, labour and insurance are the responsibility of the exhibitor. Freight costs to and from TAC are to be met by the exhibitors.
- TAC covers electricity and routine cleaning 7 days a week.
- Exhibition space is provided in its existing condition. Further requirements for display must be approved by the TAC Coordinator and provided by the user.
- Access to TAC is during standard working hours 9 am - 4 pm Monday - Friday.
- Access over weekends can be arranged with the TAC Coordinator. A refundable key bond of \$55 applies.

INSURANCE

- Whilst the City of Nedlands has a general public liability policy, there is no responsibility taken for injury or damage occurring to person/s or property as a result of activities organised by the exhibitor. Insurance of artworks while on display is the responsibility of the artist.

PUBLICITY, ADVERTISING AND DOCUMENTATION

- TAC provides guidance on effective publicity strategies and will promote the exhibition to TAC customers and visitors through our website and social media platforms.
- A list of *Key Dates* will be supplied to artists at least 4 months prior to exhibition. This list will outline deadlines for submission of materials to assist with the production and promotion of the exhibition.
- Artists will be required to supply the following information for promotion purposes:
 - Exhibition title
 - A brief description of exhibition
 - Artist Bio and Artist statement
 - Minimum three images of artwork in the exhibition, as high res jpegs
- All paid advertising is the responsibility of the artist. Artists are encouraged to seek editorial coverage of their exhibition through various media.

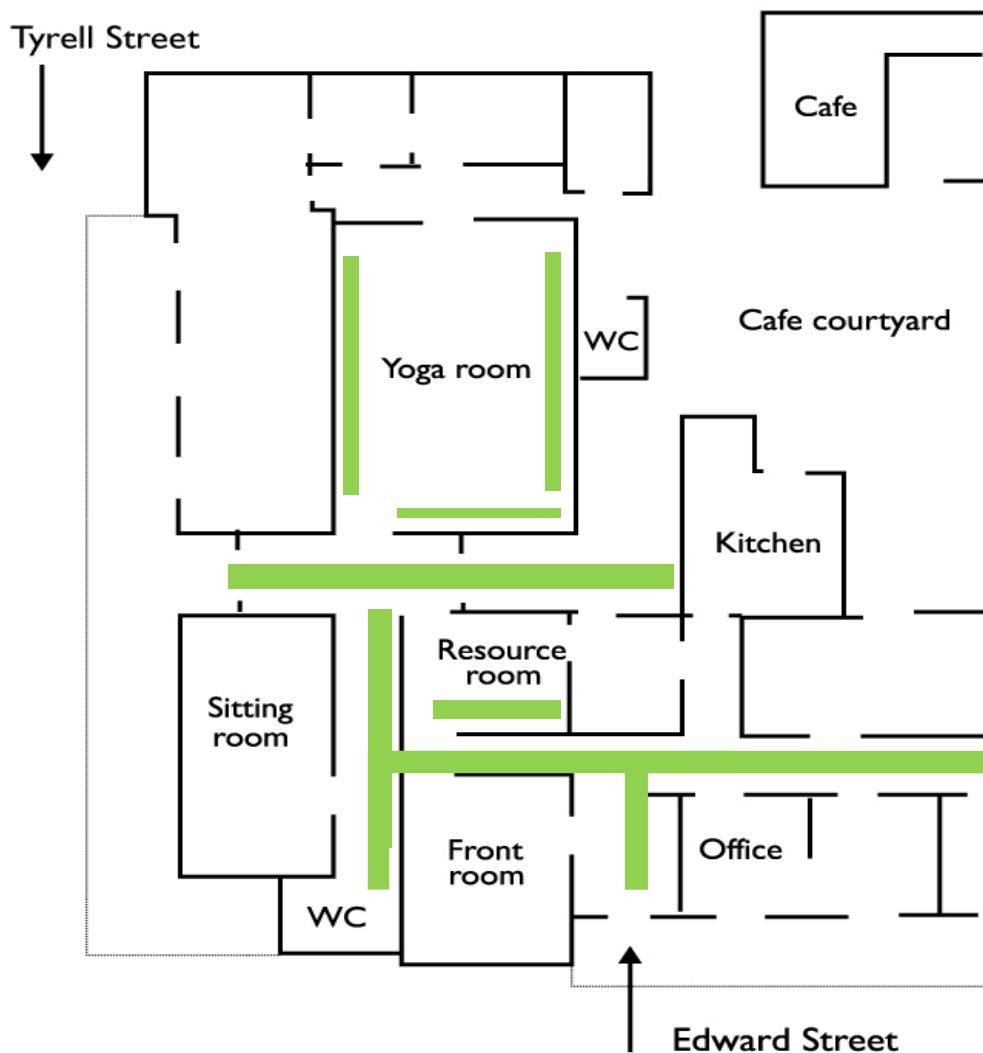
- Catalogues and labels: Artist to submit list of artworks including title, media, and price (inc commission & gst if applicable) to TAC as word doc or excel spreadsheet. The production of artwork labels/didactics and up to 100 catalogues is included in the exhibition fee.
- Credits: exhibitors must include the following on all advertising publicity and promotional material:
 - TAC logo, contact details and opening hours.

Full payment of the exhibition fee must be made at least 60 days prior to the exhibition opening date.

- Exhibitors using the space at Tresillian Arts Centre accept the financial, technical, administrative and staffing constraints under which TAC operates.
- Exhibitors must understand what they need to supply before they enter into a commitment to exhibit at TAC.
- TAC classes have priority for use of rooms, which means that not all exhibition spaces may be available for the designated exhibition dates.



TAC floor plan showing available exhibition spaces in **GREEN**- this includes the Yoga room, Resource room and all public corridors/foyers.



For further information please contact Tresillian Arts Centre 21 Tyrell ST NEDLANDS WA 6009

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