

# The Warehouse Clunes Exhibitions



## EXPRESSIONS OF INTEREST

Hepburn Shire Council is calling for expressions of interest from artists and organisations wishing to exhibit artwork in **The Warehouse - Clunes, Esmond Gallery**.

### Centre Opening Hours:

Monday -	10am – 6pm
Tuesday -	Closed
Wednesday -	10am – 4pm
Thursday -	10am – 6pm
Friday -	10am – 4pm
Saturday -	10am – 3pm
Sunday -	11am – 3pm



Exterior, The Warehouse – Clunes

# The Warehouse Clunes Exhibitions

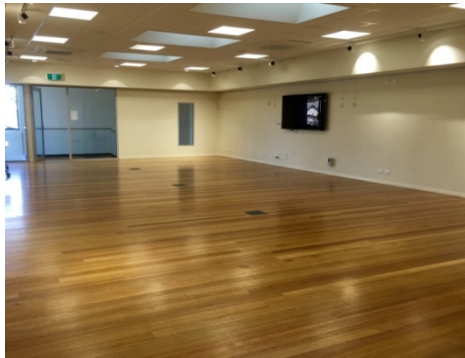
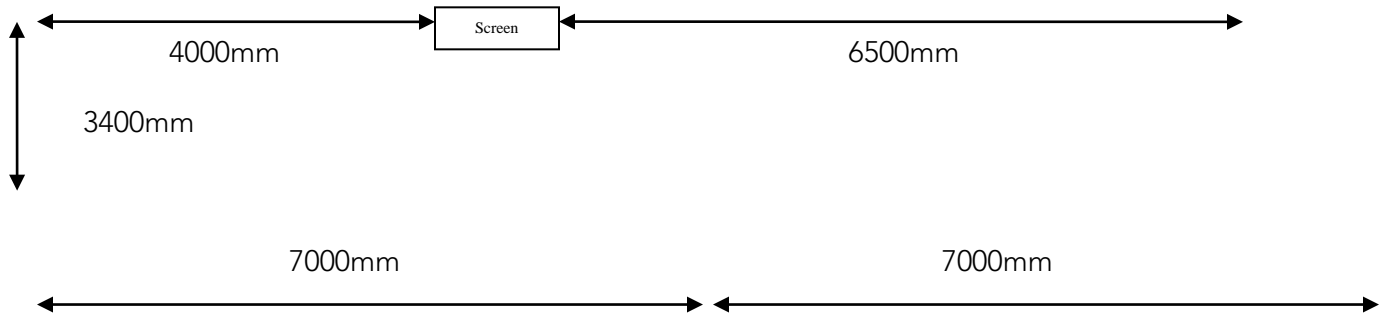
## Exhibitions:

### Exhibition area

- The width of the artwork is important as the work must fit within the display areas.
- The work is hung with a professional hanging system.
- The height of the hanging rail allows for single and double hanging, depending of the size of the artwork.
- If you are in doubt about your artwork fitting the space please visit The Warehouse to check the dimensions.
- The space includes a digital screen that can be used for multimedia work. For full specifications please visit The Warehouse or call 5345 3359.

The space is divided into sections as listed below. The drop is 2 meters.

Space 1 is 3400 mm wide, Space 2 is 4000mm wide, Space 3 is 6500mm wide and Spaces 4 & 5 are 7000mm wide.



Exhibition Space, Esmond Gallery



Women of Hepburn Shire Exhibition, June 2016

# The Warehouse Clunes Exhibitions



## Exhibition terms, duration and staffing

- Each exhibition is generally allocated 4-6 weeks.
- All artwork is exhibited at the artists' or organisations' own risk.
- Artists must be aware that while the exhibition is in place the exhibition space may be hired out for meetings, community events and other activities, unless prior arrangements are made with Council (charges may apply for exclusive hire).
- Artwork can be sold through The Warehouse. Council will retain 25% commission from sale of works.
- Artwork prices are able to be displayed on or adjacent to the artwork, or can be made available via an accompanying catalogue or price list.
- Purchaser can pay for artwork at any time throughout the exhibition and a sold sticker will be placed on artwork. Cash and cheque are the only payment methods.
- Artworks are to remain in the exhibition space until the advertised exhibition end date. Artworks sold prior to this must remain on display.
- Artist will receive an EFT payment at the end of the exhibition (subject to Council's normal payment terms) for sold items less 25% commission.

## Launches and other events associated with the exhibition

Any use of the Centre floor space (i.e. exhibition launches, artist talks or readings) must be booked via The Warehouse Team Leader and be confirmed prior to any promotional material being distributed. Artists' talks are appreciated and encouraged, however they will have to be at mutually agreed times as to not interfere with normal library operation.

Costs of Launches or Author talks will be at the Artist expense, this includes drinks, food etc. Staff of The Warehouse can assist with set up and promotion.



Exhibition opening, Esmond Gallery, July 2016

# The Warehouse Clunes Exhibitions



## Exhibitor's responsibilities

- Hang and remove work at agreed times.
- Ensure that the artwork is only displayed using the installed hanging system. Pinning of work or similar is not allowed.
- Provide Council's Library Operations Coordinator with visual and written information suitable for a media release at least **4 calendar weeks** prior to the exhibition.
- Council will provide exhibition related publicity at its discretion. It is the artists' responsibility to distribute all other related promotional material.
- All promotion material produced by the artist or organisation is to be approved by Council prior to distribution.
- Council is to be acknowledged in all related promotional material as follows: ***This exhibition has been supported by Hepburn Libraries and Hepburn Shire Council.*** Logos are available upon request.
- The exhibition space must always be referred to as **The Warehouse Clunes, Esmond Gallery** in any related promotional material.
- No promotional material can be displayed in the Library without prior written consent from Council.
- All artists or organisations wishing to exhibit in The Warehouse Clunes will be required to enter into an Exhibition Agreement with Council.

I have read and understood the above guidelines and conditions.

..... (Signed)

..... (Print name)

..... (Date)

# The Warehouse Clunes Exhibitions



## APPLICATION FORM

### ARTIST / ORGANISATION INFORMATION

Contact Name: \_\_\_\_\_

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

Phone: H: \_\_\_\_\_

W: \_\_\_\_\_

M: \_\_\_\_\_

Postal address: \_\_\_\_\_

Proposed exhibition dates \_\_\_\_\_

### BRIEF DESCRIPTION OF THE WORK

- Maximum one A4 page outline
- Preferred dates
- How many works approx., size, material and subject matter?
- Any associated events that you would like to schedule with the exhibition.

### OTHER SUPPORT MATERIAL

- Maximum one A4 page outline relating to the exhibiting artist / organisation
- Up to 6 A4 images of the work or work that is similar in nature
- DO NOT SEND ANY ORIGINAL ARTWORK

Is the work to be framed?

Yes                      No

If no, how do you propose to hang it?

\_\_\_\_\_

EXPRESSIONS OF INTEREST (INCLUDING SUPPORT MATERIAL) ARE ACCEPTED ON AN ONGOING BASIS. A RESPONSE WILL BE RECEIVED WITHIN 5 WEEKS OF SUBMISSION.

Please return to:

Bree Milgate, Team Leader, The Warehouse – Clunes, Hepburn Shire Council, PO Box 21, Daylesford, 3460. Telephone: 5345 3359 Email: [bmilgate@hepburn.vic.gov.au](mailto:bmilgate@hepburn.vic.gov.au)