



## RENTAL GUIDELINES

- Gallery rental is \$100 per week with an additional surcharge of \$50 for public holidays, Summer School holidays and local festival dates. We ask you pay 10% of any sales of works sold in the gallery as an additional rent contribution.
- Once your application has been accepted and your dates have been confirmed you will be asked to pay a \$100 security deposit. The security deposit ensures our gallery is returned in the state it was handed to you as per the requirements below. Floors cleaned and mopped benches wiped and all plinths and hangers back in place & any damages reported.
- If a confirmed show is cancelled by the exhibitor within 14 days of opening, you will forfeit your security deposit.
- Total Gallery rental is due at the commencement of your show. Additional rent contributions is due within 14 days of the last day of your show. If you require an invoice let us know your figures so this can be arranged.
- Gallery key provided for duration of show, keys must be returned to the key safe at bump out. Keys include one for front door, cash box and Mechanics Hall front door so artists can access the toilets, public are to use public toilets down the road on the foreshore.

## EXHIBITION GUIDELINES

- Exhibitors are required to sign and return the Arts Inc Gallery Code of Conduct form.
- It is the exhibitor's responsibility to insure their own work against damage and loss.
- Each confirmed exhibition will be assigned a gallery committee liaison who will be your point of contact before and throughout your exhibition.
- Gallery must be open on weekends between 11am & 4pm. Other times at artist's discretion.
- Gallery sitting to be organised by exhibiting artist/s.
- Exhibition openings are by choice. Organisation & associated costs are exhibitor's responsibility. You may request to hire the Mechanics hall Kitchen for an additional fee per night, please talk to your liaison for details and conditions.
- If you require the lighting system to be adjusted to suit your exhibition please be in contact with your liaison, please do not adjust it yourself.
- Exhibitors manage the sale of their artwork. We advise that you manage a running sheet of prices. Note: Gallery does take 10% as an additional rent contribution on all sales made.
- Advertising is exhibitor's responsibility & expense. This includes poster design, printing. In your advertising please include the Arts Inc logo or *Supported by Apollo Bay Arts Inc.* We are happy to share images on Arts Inc Facebook and [apollo\\_bay\\_arts\\_inc\\_gallery](#) on Instagram.

## IMPORTANT INFORMATION

- Account details for direct deposit BSB: 633000 Account No. 149524811 Ref: Surname&Invoice No..
- When setting up the gallery please do not use blu tac, staples, hooks, nails or pins on the walls, or tape on hanging wires. If you think you will require to use one of the above please talk to your liaison beforehand. Use of these items without consultation will be considered damage and will result in forfeit of your security deposit.
- We provide a hanging system, plinths in various sizes, wall numbers, lockable money box, speakers, small table and chairs.
- Arts Inc. gallery does not supply an EFTPOS system.