



General information for exhibiting at Roxbylink Gallery

The Roxbylink Gallery endeavours to present a diverse and interesting exhibition programme of the highest quality and welcomes submissions from artists, designers, curators, writers and organisations. Applications can be received anytime, however please note that programming is prepared in advance.

Exhibitions of high calibre that seek to engage with the themes and residents of our regional community are particularly encouraged. Roxbylink Gallery representatives reserve the right to reject works not deemed suitable for exhibition at their discretion.

The gallery is located within the Roxbylink Cultural and Leisure Centre at 1-15 Richardson Place, Roxby Downs and is available to showcase visual art exhibitions for individuals, groups or community projects.

Our opening hours are Monday to Friday 8.30m – 5.00pm, Saturday & Sunday 9.00am – 1.00pm and Public Holidays 10.00am – 2.00pm. Closed Christmas Day, Good Friday and during exhibition changeover.

Admission to the galley is free and is in a prime location for anyone visiting the centre.

Gallery Information

Room Size:	22m hanging space & 40m ² floor area Negotiations can also be made to use the additional 10m hanging space in the adjoining corridor
Floor:	Polished floor boards
Walls:	Rendered texture painted white with variable hanging height of 4m
Hanging System:	Aluminium tracking with adjustable 2m lengths of translucent nylon cable. Cast alloy picture hooks are fitted to, and adjusted along, the nylon cable. Each cable can accommodate more than one hook and each hook and hanger set can take weight up to 10kg
Display Equipment:	Four (4) large and four (4) small plinths are available for display
Lighting:	Halogen down lights
Power:	Four (4) low level power points, one (1) above entry door
Security:	CCTV covers the gallery space and door remains locked out of hours to protect all exhibition works against damage, theft and vandalism
Access:	Entry via the Visitor Information Centre, no direct access to gallery



Framing and Hanging Works

All works must be ready to install. Framing is the sole responsibility of the Exhibitor/s and must be of museum/gallery standard. All 2D work must be fitted with D hooks or a strong hanging wire.

No nails, hooks, screws or blu-tak are to be used. Cost related to any damage will be charged to the Exhibitor/s.

Freight

The Exhibitor/s is responsible for all freight costs associated with the Exhibition.

Storage

Roxbylink Gallery cannot store any work or other items belonging to the Exhibitor/s. Please ensure all work is removed from the Gallery on the day/s the Exhibition is dismantled.

Copyright

The Exhibitor/s declares that all work presented for exhibition is the Exhibitor's own. All Copyright and moral rights will remain with the respective artist/s.

The Gallery reserves the right to document the works and maintain photographic files for publicity and information purposes.

Gallery Fees

There is no charge for use of the exhibition space, however Roxbylink Gallery charges a **20% commission** on any works sold (exclusive of GST).

GST

If registered as a business, the Exhibitor must supply Roxbylink with an ABN. 10% GST is charged on commission of the sale of works. If the Exhibitor does not have an ABN, they must complete a Statement by Supplier Form (available online from the Australian Taxation Office) and return to Roxbylink.

All wall prices must be listed as GST inclusive.

Sale of Artwork

The Roxby Downs Visitor Information Centre, within the Roxbylink Cultural and Leisure Centre, will manage the sale of works. At the end of the month in which any sales are made, a Recipient Created Tax Invoice will be issued together with an EFT payment for sales minus commission. This is not negotiable, and no private arrangements can be entered into.



Insurance

Comprehensive and Product Liability insurance for damage and/or theft is the sole responsibility of the Exhibitor/s.

Any damage or injury to Exhibitor/s or Exhibition works while installing or removing Exhibition work is the sole responsibility of the Exhibitor/s.

Roxbylink holds Public Liability insurance within the gallery space and other exhibition spaces throughout the centre.

Roxbylink Gallery will not be responsible for any damage, theft or authenticity claims for the duration of the exhibition.

Gallery Space

As the Gallery is a multi-purpose venue, Roxbylink management reserve the right to utilise the Gallery space as an event venue to hold small community functions throughout your Exhibition without further consent from the Exhibitor/s.

Applications to Exhibit

To submit an application, please complete the 'Application to Exhibit' form along with the appropriate support material that it outlines and return it to the Roxbylink Gallery representative at the Roxby Downs Visitor Information Centre.

The application will be reviewed and a Roxbylink Gallery Representative will contact you confirming the exhibition and will forward you the 'Exhibitor Contract' to read over and complete.

Exhibition Openings & Events

Exhibitor/s may request an exhibition opening be held.

For an Exhibition to have an opening, it must:

- Have strong local or regional interest that will attract people to attend, and / or
- Include an artist talk or workshop by the exhibiting artist/s
- Provide at least four (4) weeks notice to allow sufficient time for advertising and making arrangements for the event

If the Exhibitor/s wishes to hold an exhibition opening, Roxbylink Gallery may provide a small catering provision to support the event. This will be at Roxbylink Gallery's discretion.



Publicity and Promotion

On signing of the contract, exhibitors are responsible for providing high resolution images (300 dpi) of their work and authorise the use of images by the Gallery to advertise the exhibition in promotional mediums including; invitation, media, social media and websites. In order to publicise the exhibition, Roxbylink Gallery requires images four (4) weeks prior to the commencement of the exhibition.

Roxbylink Gallery will also facilitate press articles and media interviews where available.

Installation

The exhibitor/s is responsible for the installation and removal of all works exhibited within Roxbylink Gallery, however Roxbylink reserves the right to refuse to display work that is deemed to be offensive, non-inclusive, illegal, a public risk or unsuitable due to health and safety reasons.

The Exhibitor/s must not damage any surfaces during the installation or removal of the Exhibition. If damage occurs, the Exhibitor/s is responsible for costs to fix/relace where required.

Roxbylink Gallery supplies wall didactics to the Exhibitor/s based on labelling information supplied on the 'Artwork Registration Form' contained within the Exhibition Contract.

Exhibition changeover is to take place in normal gallery opening hours.

Condition Reporting

On the day of installation all works being hung will be checked by a representative of the Roxbylink Gallery along with the Exhibitor/s for any obvious damages. A Condition Report will be completed, approved and signed by both the Roxbylink Gallery and the Exhibitor/s noting any damages prior to the hanging of the exhibition.

Works will be routinely monitored for condition changes by Roxbylink staff while exhibited in the Gallery, in event of a change in condition, the Exhibitor/s will be contacted.

Upon removal of the exhibition Roxbylink Gallery and the Exhibitor/s must again check for any changes before approving and signing the condition report.

Questions

Please direct any questions to
Roxbylink Gallery
PO Box 300, Roxby Downs SA 5725
Ph: (08) 8671 0500
Email: info@roxbylink.com.au



Application to Exhibit

Applicants Details

Name of Artist(s): _____

Organisation (if applicable): _____

Address: _____

Phone number: _____ Mobile: _____

Email: _____

Exhibition Details

Title of exhibition: _____

Brief description of exhibition: _____

Mediums used: _____

Approximate number of works to be exhibited: _____

Are the works for sale? Yes No

Dates Requested

Roxbylink Gallery provides Exhibitors with a standard six (6) week Exhibition period. The Exhibitor is allowed two (2) days either side of Exhibition dates to install and remove the Exhibition from Roxbylink Gallery.

Please note the Roxbylink Gallery will try and work with the Exhibitor to find a mutually suitable exhibition date. However, due to existing bookings in the Roxbylink Gallery, preferred exhibition dates may not be available.

Installation / Removal dates

Bump in: _____ Bump out: _____

Exhibition Dates

Start: _____ End: _____

No preferred date of exhibition – please contact me to discuss available dates

Would you like to sign up to the Arts & Culture mailing list? Yes No



ROXBYLINK GALLERY ROXBYS DOWNS

Further Information

Please provide:

- A summary of the career of each artist involved (2-3 paragraphs)
- 5-10 images of proposed artist’s work to accompany this form clearly labelled with the following details with artists names and piece title
(The images must be provided digitally - Jpeg on disk, USB, website link or emailed)
- Any additional information (editorials, reviews, catalogues, etc.)

Work presented in exhibitions must be consistent with that shown in the Exhibition Application.
The Exhibitor shall discuss any possible changes with a Roxbylink representative when necessary.

Other opportunities (Please refer to General Information Sheet for details)

- Opening Event Y / N
 - Workshop Y / N
 - Other _____
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Agreement

By submitting this information to Roxbylink Gallery, the Exhibitor understands the information contained within this Application may be reviewed by Roxbylink Gallery and Roxby Council employees, as well as the Roxby Downs Art and Culture Forum and subsidiaries that provide assistance to the management of the Gallery.

(Exhibitor’s name/group name)

Signed: _____ Date: / /
(On behalf of the Exhibitor/s)

Signed: _____ Date: / /
(On behalf of Roxbylink Gallery)

Please return this completed form and support material as outlined above to:

Roxbylink Gallery
PO Box 300 (1-15 Richardson Place)
Roxby Downs SA 5725
Or email to: info@roxbylink.com.au

For further information please contact us on (08) 8671 0500.

Office use only

Application received date: _____	Application approved date: _____
Booking entered to links: _____	Gallery program updated: _____
Contract signed date: _____	Artist summary & images received: _____
Artwork listings received: _____	Gallery labels made: _____ Opening event Y / N