General Information for Exhibiting at Roxby Link Gallery

Situated in the heart of the Roxby Link Complex, the Art Gallery is a vibrant hub for creativity and artistic expression in our unique outback community.

Our gallery is dedicated to showcasing the talents of local artists, celebrating the rich cultural and natural beauty of the Roxby Downs region. At the same time, we warmly embrace the opportunity to feature exhibitions from across Australia and beyond, welcoming new artists eager to share their work. Additionally, through our partnership with Country Arts SA, we proudly host touring exhibitions that bring diverse and high-quality art experiences to our community.

The gallery is located within the Roxby Link Complex at 1-15 Richardson Place, Roxby Downs and is available to showcase visual art exhibitions for individuals, groups or community projects. Admission to the galley is free and is in a prime location for anyone visiting the centre.

OPENING HOURS
Monday to Friday 9am to 5pm
Saturday & Sunday 10am to 2pm
Closed public holidays and during exhibition changeover

Gallery Information

Room Size:	22m hanging space & 40m^2 floor area
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:	2 x Display Plinths with Acrylic Show Case (1m high, 38 x 38cm surface area) & 3 x Display Plinths with Acrylic Show Case (1.3m high, 38 x 38cm surface area)
Lighting:	LED 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. However please note that the gallery space is not directly staffed, opening, closing and sales are managed by the Library / Visitor Information Centre team located down the hall.
Access:	Entry via the Dunes Cafe or Library, no direct access to gallery
Costs:	There is no charge for use of the exhibition space, however Roxby Link Gallery charges a 20% commission on any works sold

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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. Any freestanding items must be stable and not able to be tipped over.

No nails, hooks, screws or blu-tak are to be used to hang works. Cost related to any damage will be charged to the Exhibitor/s. Blu-tak is permitted for labelling only.

Freight

The Exhibitor/s is responsible for any freight costs associated with the Exhibition unless a separate agreement is in place.

Storage

Roxby Link 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 Pricing & GST

There is no charge for use of the exhibition space, however Roxby Link charge a **20% commission** on any sales made.

If exhibitor is a registered business, they must supply Roxby Link with their ABN. If registered for GST, all prices displayed must be GST inclusive.

If exhibitor is not a registered business, they must complete a 'Statement of Supplier Form' which can be found on the ATO website.

Sale of Artwork

Roxby Link manage any sales of works. At the end of the month in which any sales are made, Roxby Link will provide a statement via email followed by an EFT payment for sales minus the agreed upon commission.
This is not negotiable, and no private arrangements can be entered into.

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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.

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

Roxby Link Gallery will not be responsible for any damage, theft or authenticity claims in relation to the exhibition.

Gallery Space

As the Gallery is a multi-purpose venue, Roxby Link 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 register your interest to hold an exhibition please email: info@roxbylink.com.au with your contact details, a brief description of your exhibition, a couple of images of your work and dates you are available to exhibit.

The application will be reviewed and then a Roxby Link Gallery Representative will be in contact to look at suitable dates and forward you the Exhibitor Contract to complete.

Exhibition Openings & Events

Exhibitor/s may request an exhibition opening event to 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, Roxby Link may provide a small catering provision to support the event. This will be at Roxby Links discretion.

Publicity and Promotion

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

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Installation

The exhibitor/s is responsible for the installation and removal of all works exhibited within Roxby Link Gallery, however Roxby Link 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/replace where required.

Roxby Link Gallery can supply wall labels to the Exhibitor/s based on information supplied on the condition report at time of installation.

Exhibition install / deinstall is to take place in normal gallery opening hours unless negotiated otherwise.

Roxby Link will provide a ladder in the space for your use.

Condition Reporting

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

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

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

Questions

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