



## FORM A

### **General information for exhibiting at Port Pirie Regional Art Gallery**

#### **Port Pirie Regional Art Gallery Inc**

Port Pirie Regional Art Gallery is located within the Port Pirie Regional Tourism & Arts Centre at 3 Mary Elie Street, Port Pirie. The Gallery was first established in 1992, exhibiting in the old baggage room of the closed passenger railway station in Port Pirie. The redevelopment of the railway station into the Regional Tourism & Arts Centre in 1994 included a dedicated “A class” art gallery. Port Pirie Regional Art Gallery Inc manages the gallery on behalf of the communities of the Southern Flinders Region as a not-for-profit association.

The vision of Port Pirie Regional Art Gallery is to bring people together to enhance the enjoyment and understanding of the arts.

Port Pirie Regional Art Gallery Inc values the contribution that art makes to society and respects artists’ work and rights. The Gallery respects the people who work for the organisation (paid and unpaid) and values the building of positive relationships. The Gallery aims to be transparent in all its dealings, valuing honesty and integrity and aims to act with professionalism at all times.

Port Pirie Regional Art Gallery Inc receives core funding from Port Pirie Regional Council, Country Arts SA and Nyrstar, with additional funding from project grants. Our other Sponsors are Southern Cross Ten and Southern Cross GTS/BKN, Pisani Accounting and Business Advisors, Jan Pana Design, and Automatic Print.

## Exhibition proposal

The Gallery is available for visual arts exhibitions for groups, individuals or community projects.

The following must be addressed in the proposal (FORM B):

- The dates during which the exhibition would be displayed - the period allocated for exhibitions should be no less than three weeks and no more than twelve weeks, and depends on availability of the Gallery during the period requested.
- General description of the types of works to be displayed - works must be delivered to the Gallery ready to install.
- The amount of space required - there are two gallery spaces available. It is important that the exhibition will adequately fill the space requested.

## Exhibition contract

Upon confirmation of the exhibition proposal, "FORM C - Contract" must be signed by the Exhibitor/s and the Gallery Director, with any variations noted.

The Exhibitor(s) will provide detailed information i.e. CV, statement/s, prices, dimensions, media etc not less than two (2) weeks before the opening date.

## Opening hours

Port Pirie Regional Art Gallery is open every day excluding Good Friday and Christmas.

Opening hours are: Weekdays 9am to 5pm; Weekends & Public Holidays 11am to 3pm; after hours by appointment. ***Exhibitors are strongly encouraged to spend time staffing the Gallery during their exhibition if possible.***

## Capacity & equipment

**Size** Port Pirie Regional Art Gallery consists of two exhibition spaces:

- Vivienne Crisp Gallery 21 linear metres & 80m<sup>2</sup> of floor area
- Flinders Gallery 31 linear metres & 80m<sup>2</sup> of floor area
- Two movable walls 12 linear metres total

**Floor** Concrete floor with Pirelli industrial floor covering

**Walls** The wall surface is concrete block and gyprock plaster rendered, painted white. The walls are of variable height with 3.0m hanging height.

- Hanging system** Both galleries have a versatile “h” tracking system with adjustable clear nylon line suspension design with adjustable hooks. Each hook and hanger set can take weight up to 14kg.
- Display equipment** The Gallery has six (6) large and six (6) small plinths available for display.
- Lighting** Both galleries are illuminated with Halogen adjustable spotlights and washes.
- Power** There are wall mounted and floor inserted power points in both galleries.
- Temperature control** Both galleries are climate controlled to provide 24 hour stable temperature at 22° +/- 1° and humidity at 55% +/- 5%.
- Security** The Gallery is monitored by door and motion sensors which are linked to a centrally monitored on-line security system. The Gallery is separately secured from entry outside of opening hours.
- Access** The Gallery has a raised loading dock at 1.0m height from the ground. The rear access roller door is 4.0m high x 1.9m wide. The doors from the storage area to the galleries are 1.7m wide x 3.0m high.

## **Hanging**

All works must be ready to install and be clearly identified. All two-dimensional works must be appropriately framed (a stretched canvas is considered framed) and should have D clips or Oz clips attached on both sides of the frame.

## **Costs & sales**

- Port Pirie Regional Art Gallery charges 27.5% commission (includes GST) on the sale price of all works sold during the exhibition.
- All payments for work are to be made to the Gallery, which will remit the receipts of sales, after deduction of commissions and GST, to the Exhibitor/s approximately 28 days after the conclusion of an exhibition. (Where purchasers finalise payment after the conclusion, allow two weeks for accounting processes and postage from the date of payment.)

- To effect a sale, a buyer will either pay in full via cash, credit card or cheque or pay a non-refundable deposit on a work, the balance to be paid at the conclusion of the exhibition.
- Buyers must collect works within five working days of the conclusion of an exhibition. Any works not collected within this time are to be collected by the Exhibitor/s within ten (10) working days of notification by the Gallery. Any deposits paid for uncollected works will be remitted to the exhibitor after a deduction of commission and GST. The Exhibitor/s is/are responsible for any further transactions concerning such pieces.
- The Gallery will be the sole agent for the sale of works from an exhibition in the Gallery.

### **Goods & services tax**

- Port Pirie Regional Art Gallery Inc is a GST Registered organisation - ABN 87 237 533 817.
- The Exhibitor/s must complete a GST Statement indicating their GST status.
- In the event a GST Statement is not completed, the Gallery is obliged to withhold 47.5% tax on any sales on behalf of the Australian Taxation Office.

### **Publicity, invitations & opening**

***A non-refundable booking fee of \$250 is payable on confirmation of Gallery booking.***

***Not for Profit Organisations are exempt from booking fee. The booking fee covers the following:***

- The Gallery will pay for printing of 200 invitations to an opening event. The Exhibitor/s (in consultation with the Gallery) will present the Gallery with camera-ready artwork for invitations not less than four (4) weeks before the opening date.
- The Gallery will present the Exhibitor/s with up to fifty (50) invitations for distribution.
- The Gallery will send press releases to the media when the Exhibitor/s presents the publicity material not less than four (4) weeks prior to the opening.

***The Gallery will negotiate an opening with Exhibitor/s - a fee of \$150 will be payable if the Gallery organises the opening (including catering costs and PA system).***

*NOTE: All other bills, advertising accounts, promotion and costs incurred for the exhibition, will be the sole responsibility of the Exhibitor(s) and are not to be billed to Port Pirie Regional Art Gallery Inc either by name or address.*

*Please present for approval any such advertising or promotion to Port Pirie Regional Art Gallery prior to publication. All advertising is to include Port Pirie Regional Art Gallery logo and Gallery sponsor acknowledgements.*

### **Condition reporting**

- All artwork will be checked upon receipt of the exhibition.
- Any obvious aberrant conditions evident in the artworks will be noted and referred to the Exhibitor/s for comment.
- Works will be monitored for condition changes while on exhibition.

### **Freight**

- The Exhibitor(s) is/are responsible for all freight costs associated with the exhibition.

### **Insurance**

- Port Pirie Regional Art Gallery Inc holds General Public & Products Liability Insurance to the value of \$10,000,000.
- It is the responsibility of the Exhibitor/s to insure work/s whilst on display in the Gallery. Port Pirie Regional Art Gallery takes no responsibility for theft or damage to exhibitor's works during the exhibition.

### **Copyright & documentation of work**

- Copyright of all work remains with the artist.
- The Gallery reserves the right to document the works and maintain a slide/photographic file for publicity and information purposes.
- Photography by the general public will not be permitted unless by arrangement with the Exhibitor/s.

### **Questions**

Please direct any questions to -

Gallery Director

Kirstie Jamieson

Ph. 08 8633 0681

[kirstie.jamieson@pprag.org](mailto:kirstie.jamieson@pprag.org)