



## **Exhibition Guidelines**

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## 1. Proposals

The Hahndorf Academy welcomes proposals from artists for its Exhibition Program. The Hahndorf Academy is a not-for-profit regional arts and heritage organisation presenting a diverse program of exhibitions, workshops, performances and community events. The Academy is open 10am-5pm daily and averages 1500 visitors a week.

The Academy has three gallery spaces available: the Heysen Gallery downstairs, the Wing Gallery which can be used exclusively or with the Heysen Gallery and the First Floor Gallery upstairs.

Artists are invited to submit an application form including the following information:

- A cohesive concept for the exhibition - approximately 300 words
- A description of the work including approximate sizes, medium used etc
- A working exhibition title
- CVs and Artist Statements of the artist/s involved
- Examples of work (photos, slides etc) representative of that to be exhibited

## 2. Costs

The exhibitor will be responsible for the following costs:

Gallery hire  
Invitation printing contribution  
**Food for opening**  
Transport of works to and from gallery

### 2.1 Gallery Hire for a 4-6 week exhibition

(duration of exhibition negotiable – minimum 4 weeks)

\*All prices are per week

Heysen Gallery (Approx 19.5 running metres) \$125 + GST p/w

First Floor Gallery (Approx 30 running metres) \$105 + GST p/w

Wing Gallery (Approx 10 running meters) \$50 + GST p/w\*

(\*only pay for one week (\$50+GST) if hired with Heysen Gallery)

### 2.2 Printing

Contribution to invitation printing (250 invitations) \$150 + GST

## 2.3 Opening

### **Artists are required to provide food for opening**

The Academy will provide juice and red and white wine as well as trestles, table linen, platters and glassware.

## 3. Hire of the gallery includes:

- Design of invitation
- Subsidy of invitation printing
- Invitations
- Electronic version of invitation
- Exhibition promotion to over 600 recipients
- Promotion on Academy website and social media
- After hours protection and security
- Professional assistance by the Gallery Director and staff in the development and installation of the exhibition
- Exhibition wall labels
- Promotional posters
- Liquor licence for opening
- Provision of wine (red and white) and juice for exhibition Opening
- Assistance at the exhibition opening
- Gallery supervision, 7 days a week (excluding Christmas Day, Boxing Day, New Years Day & Good Friday)
- Managing the sale of works including organising packaging and freight of works for national and international customers

## 4. Installation

- 4.1 Please supply a list of works to the Academy at **least two weeks** before exhibition installation to enable labels for artworks to be printed. Please include:

Title of work

Date

Medium

Sale Price (including 35%commission)

- 4.2 The time and date of the installation of exhibitions will be negotiated with the Academy – generally installation occurs on Tuesdays or Wednesdays before an opening on the Friday evening or weekend (time to be negotiated).
- 4.3 Gallery staff will oversee installation and exhibitors are encouraged, where possible to participate actively in this process. The Director retains the right to make final decisions on gallery presentation.
- 4.4 Installation must meet with OH&S requirements and the heritage status of the Academy building. Holes cannot be drilled into the walls or ceiling. Work hung on the wall must be suspended from the Academy's hanging system. **It is essential that D rings are attached at the rear of the work to be hung.** Alternative methods of installing work (e.g. sculptures, textiles, and unframed works on paper) can be negotiated with Director.
- 4.5 **Work presented in exhibitions must be consistent with that shown in the proposal. Any changes must be negotiated with the Director.**

## 5. Sales and commission

- 5.1 Commission on all sales is 35% and is GST inclusive. (As a GST registered business the Hahndorf Academy is required to add GST to commission placed on artworks.)
- 5.2 Sales of artworks will be made through the retail section of the Hahndorf Academy. The Academy will keep a record of sales, and details of purchasers where appropriate.
- 5.3 Processing of artist payments is undertaken at the start of each calendar month for works sold in the previous month. Payments will be made within the first 10 days of the month.
- 5.4 Artists will be advised if a work has been placed on layby. The payment for the artwork will be processed as for other artworks only once the item has been paid for in full. The Academy's layby period is for a maximum of two months although extensions to this time-frame may be negotiated on an individual basis.

- 5.5 The Hahndorf Academy will be the sole agent for the sale of works from an exhibition in the gallery.
- 5.6 Price reduction of works is discouraged and will only occur in consultation with artist (maximum 10%).

## **6. GST registered / hobbyist**

- 6.1 Please provide us with your ABN if you have one, and inform us of your GST status.
- 6.2 Artists who do not have an ABN will need to sign a Statement of Supplier form from the Taxation Office to ensure a 48.5% withholding tax is not deducted from the sale of work.

## **7. Marketing**

- 7.1 Exhibitions are promoted via invitation using the Academy's standard full-colour DL invitation format. 500 invitations will be printed as well as digital versions for distribution by the Academy and the exhibitor. Artists will be provided with up to 250 invitations as needed.
- 8.2 The invitation is produced by the Academy designers to ensure consistency with Academy marketing. The format includes space for an image representing the exhibition. This image needs to be chosen in consultation with the Academy Director and will need to represent the work shown in the exhibition. The image needs to be supplied as a 300 dpi digital image no later than 4 weeks prior to the exhibition opening.
- 8.3 The Hahndorf Academy will distribute invitations to its electronic and postal mailing list (consisting of over 600 recipients) and will promote the exhibition to the local and Adelaide media and on the Hahndorf Academy website and social media.

## **8. Artist CVs**

- 8.1 Please supply the Academy with a digital version and a hard copy of your artist CVs (up to 2 pages) for public viewing and distribution on request. Artists are welcome to provide multiple copies for display in the exhibition space if they wish.

## **9. Insurance**

- 9.1 The Hahndorf Academy holds Public Liability Insurance up to the value of \$10,000,000
- 9.2 Whilst on exhibition at the Hahndorf Academy works are insured for the duration of the exhibition and during install and removal. The Hahndorf Academy takes no responsibility for theft or damage to exhibitor's works whilst in transit to and from the gallery.

## **10. Collection of works**

- 10.1 Generally exhibitions finish on a Sunday and work must be dismantled and collected by the artist on the Monday morning. Alternative arrangements must be made if artists are unable to collect work – the Academy is unable to store work.
- 10.2 Unless alternative arrangements are made with the Director, works not collected will be disposed of.

## **11. Copyright and documentation of work**

- 11.1 Copyright of all work remains with the artist
- 11.2 The Academy reserves the right to photograph exhibited works for the purpose of documentation and promotion. Acknowledgment of authorship will be duly made.
- 11.3 Photography by the general public will not be permitted unless by arrangement with the exhibitor.

## **12. Proposal assessment**

- 12.1 Proposals will be assessed by the gallery's Selection Committee for their potential interest to our audiences.
- 12.2 The Gallery aims to provide a balanced program including local, regional and metropolitan based artists; emerging and established practitioners and different media (sculpture, painting, crafts, photography etc). If your proposal is not accepted it may be because we have already scheduled a similar exhibition.

