

**Community Art Space Program**  
**Strathfield Library & Innovation Hub**  
**Ironbark Gallery,**



**Scope & Conditions for Exhibiting**

**Aim of the Ironbark Gallery**

The Ironbark Gallery is an exhibition space which is available for new and established local artists and groups to display their works.

A dedicated gallery space, located within the Strathfield Library & Innovation Hub, it offers a space to promote local arts and culture, by providing a free exhibition space for local artists and community groups.

Optimally designed for hanging art, with approximately thirty-one running metres of hanging space, the Gallery still provides alternative options for other art exhibitions.

**Scope**

In general, each exhibition would include the following:

- An exclusive allocated exhibition space in the Gallery for an 8-week period.
- A professional Curator to assist and advise on the planned exhibition.
- Graphic design for your exhibition including invitations, introductory text panel, labels, and room sheet.
- Promotion of your exhibition including online via Strathfield Council's website, social media, posters, and distribution of hard copy invitations.
- Organisation of an exhibition opening event.
- Administration of artwork sales for the duration of the exhibition.
- Potential use of library space for a public program related to the exhibition.

## **Who can apply?**

As a local community facility, the Exhibition space is open to applications for use by individuals or groups who are based in the following Local Government Council areas:

- Burwood
- Canada Bay
- Canterbury Bankstown
- Cumberland
- Inner West
- Strathfield

## **How are exhibitions selected?**

Each year, proposed exhibitions are considered by an exhibition panel, who create an annual schedule of exhibitions.

The panel assessment is based on selection criteria and considers, amongst other items,

- the availability of the space
- a variety of artists
- art mediums
- artistic merit
- originality

Completeness of exhibition proposals and support material, assists the panel greatly in their assessment.

## **THE EXHIBITION.**

### **Communication and Consultation**

Council will organise an initial meeting with the successful Exhibitor to discuss the proposed exhibition and to review and sign the *Agreement to exhibit*. The exhibition is only secured after the *Agreement to exhibit* has been signed by both parties.

Council's Curator for the exhibition will plan the consultation process and manage the exhibition and the key dates.

It is envisioned that the Curator will meet with the Exhibitor at least twice to prepare and confirm the necessary processes, dates, and materials.

This agreement is still subject to any Copyright permissions being received. As such permissions are critical to the confirmation of the exhibition, Council encourages all Exhibitors to have such Copyright permissions in place in advance. Please read the additional section on Copyright.

### **Agreement on critical dates and preparation periods**

Critical dates will be agreed for the following:

- Timely provision of images of all works. This will allow timely approval/refusal of the works by the Curator (electronic versions preferred).
- All artworks to be completed and display ready (minimum 2 months before the install date).
- Provision of information on the individual works and the artist, for publicity purposes (minimum 2 months before the install date).
- Images to be used in relation to promotion of the Exhibition are to be selected in consultation with the Curator (minimum 2 months before the install date).
  - Images are to be provided in one digital folder via WeTransfer, Dropbox, or USB stick.
  - Images are to be in JPEG or TIFF format, with each file a minimum of 1MB in size.
- Provision by the Exhibitor of the individual work labels and 'works' room sheet to the Curator. (minimum 2 months before the install date)
  - Room sheet, individual work labels and introductory label information are to be provided in 'word format' using the templates provided by the Curator.

- Final edits to the introductory label, room sheet or individual work labels to be provided to the Curator. (No later than 6 weeks prior to install),
- Plans for the official opening, (e.g. speakers, catering, entertainment, security) must be confirmed with the Curator (No later than 6 weeks prior to install),
- An inward loan agreement and recording the condition and insurance value of all works of art on loan to Council to be completed on the day of install.
- On install day, no additional works or alternative works can be submitted.

### Exhibition promotion

- From the high-resolution images, logos, and description of the exhibition, provided by the Exhibitor, Council, in consultation with the Exhibitor, will design and print the event invitations and poster, in addition a suite of social media is also developed. Softcopy versions of the invitation and poster will be sent to the Exhibitor. Forty (40) hardcopy invitations will also be given to the Exhibitor.
- Council will promote the exhibitions on its website as well as 'Artshub' plus any additional publications or social media as considered appropriate. A media release will be produced and published. Posters will be on display at selected facilities.

### Exhibition opening

The Gallery will allocate a date and time for an exhibition opening event. This will be agreed with the Exhibitor, these are normally scheduled for Thursday evenings.

The event is free and open to the public as well as the Exhibitor's invitees.

A representative of Council will speak at the opening. The Exhibitor is welcome to speak or organise a guest speaker. Guest speakers must be pre-approved by Council.

Speeches are followed by viewing of the exhibition and light refreshments (e.g. Tea/Coffee, biscuits, sandwiches).

The Exhibitor is welcome to organise any additional catering with pre-approval. Semi-commercial kitchen facilities are available for use by caterers.

Exhibitors are welcome to organise music/live entertainment with pre-approval of the Council.

Alcoholic consumption is not permitted at or near the premises.

### **Artwork sales**

There is a 25% commission on all artwork sales. Council manages all artwork sales.

Sold artworks must remain on display until the end of the exhibition period.

### **Supervision and Security of Exhibition space**

The exhibition space is not under direct &/or constant supervision.

As the exhibition space is within the envelope of the Strathfield Library, staff are on the premises and generally in the vicinity of the Gallery during opening hours. At all other times that Gallery will be secured with no public access.

Should constant direct supervision of the artworks be required, supervisory or security arrangements must be arranged by the Exhibitor with prior pre-approval by Council prior to installation.

### **Cancellation of exhibition**

Council reserves the right to cancel if unforeseen circumstances arise.

Council may also cancel an exhibition if any of the terms and conditions, or critical dates, as outlined in this document, are contravened.

## **LOGISTICS**

### **Delivery and collection of works**

Exhibitors are responsible for transporting their works to and from the Gallery and any costs associated with this transport.

### **Storage**

There is no storage space available at the Gallery for artworks to be stored prior to or after exhibition dates.

Early delivery or late collection risks the works being left outside the premises or in unsecured public areas.

### **Installation of the exhibition**

All works must be ready to hang when they are brought to the Ironbark Gallery.

All 'suspended' artworks must have "D ring" hooks attached to the back of the artwork. The internal measurements for the D ring should be no less than 10 mm to accommodate the width of the hooks used on the Gallery track system.

Suspended artworks must not be heavier than 10kg.

Exhibitions are usually installed within one day.

The Exhibitor is expected to assist with the install of the exhibition.

Installation must take place during the opening hours of the library within which the Gallery is located.

The Curator will be responsible for the final decision of the layout of the exhibition.

### **Pack down of the exhibition**

All works must be removed at the negotiated time upon completion of the exhibition.

Council will supervise the dismantling of the exhibition. The Exhibitor is expected to assist with the dismantling and packing of the exhibition.

## **INSURANCE, RISK & COPYRIGHT**

### **Insurance**

Exhibitors are responsible for insurance of works in transit.

Strathfield Council will provide insurance for damage or loss for works of art, whilst exhibited, up to the values specified on the *Inward Loan Agreement*. Council will not provide insurance cover without a completed *Inward Loan Agreement*.

Any evidence of damage while in Strathfield Council's custody will be promptly reported to the Exhibitor once Council is made aware of that damage.

Insurance is not provided by Council to works that are not mounted and or framed due to these works being at a greater risk of potential damage. Works excluded for insurance cover will remain at the risk of the Exhibitor. Those excluded works will be annotated on both the *Condition Report* and *Inward Loan Agreement*.

## **Risk & Indemnification**

Strathfield Council will not be liable for any responsibility to the Exhibitor, or any person(s) associated with the Exhibitor, for injuries during the install or dismantling/bump-out of the exhibition.

Exhibitors are responsible for their own actions and perception of obvious risks in assisting with the install or dismantling/bump-out of the exhibition.

Council will aim to provide a venue that is free of any foreseeable hazard.

Exhibitors should assess the area and any concerns should be brought to the attention of Council staff.

Exhibitors, and anybody associated with the Exhibitor, must abide by all relevant works health and safety guidelines within the Gallery or reasonable directions of the Gallery staff.

By agreeing to exhibit their works within the Gallery, the Exhibitor indemnifies and holds Council harmless for any liability, save for those matters arising from the direct actions or inactions by Council.

## **Copyright**

If an Exhibitor wants to use material within their own work where the copyright is owned by another person or organisation, then they must seek the copyright owner's permission.

Council will need written proof of copyright clearance before such items can be exhibited.

Strathfield Council will seek permission to use any material from the exhibition for promotional purposes. As Council will then potentially be using copyrighted material, the Exhibitor will be required to sign a *Copyright waiver* to facilitate this process