



RIVERLINKS

EXHIBITIONS IN RIVERLINKS EASTBANK FOYER

Guidelines and general conditions



OBJECTIVES

- Provide a public exhibition space for community artists to display their work
- Support local, community artists
- Enliven the foyer at Riverlinks Eastbank
- Bring new people and groups into the venue

DESCRIPTION OF EXHIBITION SPACE

Riverlinks Eastbank (the Centre) attracts around **70,000 visitors** each year to a wide variety of functions and performing arts events.

The Foyer exhibition space is located in a passageway leading off the café and offers up to **34 metres of wall hanging space** in a well-lit environment. A floor plan is attached with measurements of this space.

Please note, the Foyer is quite narrow and suitable for hanging **2D artwork only** as there is no space for plinths to display 3D work.

The Foyer is open to the public from **8.15am to 5pm on weekdays**, on occasions when there are events at the Centre and during evenings when an event is taking place.

SELECTION GUIDELINES

Exhibitions will be selected according to the following criteria:

- Artistic skill and technical competence of contributing artist(s)
- Innovation or suitability of the subject material
- Demonstrated capacity by the exhibition organiser to deliver the exhibition

In addition:

- Artists do not need to be based locally, however preference will be given to artists based in the Greater Shepparton area or where subject matter is of local relevance.
- Preference will be given to artists that have not exhibited within the previous two years
- Artwork should fill at least three quarters of the available space. Individual artists may be required to share the foyer space with other artists in some circumstances.

Riverlinks management retains the right to make decisions in selecting exhibitions.

COST

There is a fee of **\$350** (incl GST) to hold an exhibition in the foyer at Riverlinks Eastbank.

For this fee, you will be provided with:

- Use of the exhibition space for six weeks
- Assistance with installation of your exhibition (one day)
- A Room Sheet and numbering system to provide information about the exhibition,
- Assistance with de-installation (half day)
- Use of the café foyer, set up of a small number of tables, a lectern and a small PA system for your exhibition launch (catering costs are not included),
- A Venue Supervisor on hand during the exhibition launch

Promotion of your exhibition via the Riverlinks website and social media.

LENGTH OF EXHIBITION AND INSTALLATION

- Exhibitions are for a 6 week period and must remain in place for the duration.
- Installation to be carried out mid week.
- Exhibition launch usually on the day after installation. If there is an unavoidable clash with another event at the Centre, an alternative day will be arranged.
- De-installation is also carried out mid week.
- You must provide someone to assist with both installation and de-installation.

DELIVERY AND STORAGE OF ARTWORK

- All artwork should be delivered to the Centre at 9am on the day of the installation and ready to hang in accordance with specifications provided in the Information Sheet.
- Artwork delivered late cannot be included in the exhibition.

Artworks must be collected on the day of de-installation. There is very limited storage space at the Centre so we are unable to store works.

SUITABILITY OF ARTWORK

- Please keep in mind that the foyer space is open to all members of the public including children.
- Riverlinks management retains the right to reject artworks submitted for display if they are deemed to be offensive or unsuitable for the space. Please contact Riverlinks management if you have any questions about the suitability of your work.
- Completed artworks, including framing, that do not reflect the high standards associated with the Centre will not be accepted.
- There is a maximum weight of 10 kg for each artwork.
- The maximum number of works to be hung is 40, although it may be less if pictures are large. There is space for 26 items of dimension 1,000mm wide.
- Wet work or items requiring electrical connection cannot be installed.
- Organisers should ensure there is no copyright infringement of any kind.
- Some community works (eg. photos, children's drawings) may be best displayed on 1m x 1.5m corflute panels. We have 25 of these panels available for hire at \$5 per panel.



HOW TO APPLY

1. You should describe on one page (maximum) or via email, the concepts or themes of your proposed exhibition and supply at least four examples of the artwork (CD or photograph), indicating whether these are the actual works to be exhibited or indicative of the style of work.
2. You should indicate approximately how many works and what size(s) are proposed.
3. You should apply at least four months prior to the proposed exhibition date.
4. A \$150 deposit must be paid at time of application. (Note: this deposit is included in the \$350 fee.) The deposit will be returned if Riverlinks elects not to proceed with the exhibition for any reason. If you cancel the exhibition or if it does not proceed, the deposit will be forfeited.
5. Please forward a completed application form to the Manager Performing Arts and Conventions, Riverlinks Venues, Locked Bag 1000, SHEPPARTON 3632 or via email to manager@riverlinksvenues.com.au
6. If you have any difficulty with the application process or have other questions, please contact the Manager on (03) 5832 9865

EXHIBITION INFORMATION AND ROOM SHEET SYSTEM

- Please provide information including artist biography, a short exhibition statement, a list of artwork including titles and media as well as prices if works are for sale.
- Riverlinks will use this information to draw up a Room Sheet which will be a double sided A4 sheet which provides information about the exhibition, the artist and the works on display.
- Please provide any logo that needs to be included on this Sheet.
- Text will not be displayed beside each artwork however there will be a numbering system that refers to the list of works on the Room Sheet.
- These Room Sheets will be available for members of the public to pick up and take away.

PUBLICITY

- Riverlinks will provide some publicity of the Exhibition on its website and on social media.
- All other promotion is your responsibility, however you must include appropriate logos for Riverlinks and Greater Shepparton City Council in all promotion, including invitations to the Exhibition launch, Room and Information Sheets and submit any material and media releases for approval to Riverlinks management in advance.

EXHIBITION LAUNCH

- If you wish to hold a Launch for your Exhibition, please liaise with Riverlinks staff regarding arrangements.
- These arrangements include the provision of a small sound system for speeches, layout of tables (without table cloths) for food and a member of Riverlinks staff to supervise the event.
- Arrangements that are different to this may incur additional costs.
- All catering, including provision of liquor, must be provided by our in-house caterers and must be paid for by you. It is not possible to enter into sponsorship arrangements for food or liquor at the launch.

WORKS FOR SALE

- Riverlinks accepts payment from members of the public for the sale of artwork.
- If you wish to offer artworks for sale, this should be indicated on the accompanying exhibition information and prices should be included.
- Artworks purchased must remain on display for the duration of the exhibition. Buyers will be able to collect their purchase on the day of de-installation.
- Riverlinks will retain 15% as a commission fee for sale of artwork.



PHOTOGRAPHS

Riverlinks reserves the right to take photographs of the exhibition. These images may appear in Riverlinks publications and the artist will be accredited appropriately.

SECURITY AND RISK

Although there is always a member of staff on duty when the Centre is open to the public, there is no direct supervision of the area where exhibitions are hung. Riverlinks will exercise all reasonable care but will not be held responsible for any loss or damage to artworks.

INSURANCE

Riverlinks and Greater Shepparton City Council bear no responsibility for exhibition artwork and no insurance cover for loss, theft or damage is provided. If you wish, you can arrange and pay for your own insurance cover for artworks.

These community exhibitions are managed by Riverlinks Venues.
The Riverlinks program is proudly supported by Greater Shepparton City Council.