



## Wollombi Valley Arts Council EXHIBITION FACT SHEET

Confirm dates with WCC co-ordinator Bronnie Tel 49988347 or Fiona 49983339

Submit a written proposal to the WVAC that must include a full description of the show, all third parties or sponsors and their roles (100-150 words to be used for PR later). The exhibition must be approved by WVAC committee and the WVAC Exhibition Agreement must be read and signed by the curator/exhibitor(s) prior to the show.

Membership of WVAC (\$10 pa) must be current.

WVAC exclusively receives 10% of gross sales to cover operating costs, unless they are WVAC run shows, which are then at 25% of gross sales.

Any EFT bank charges (if facility chosen to be used) are borne by exhibitor(s) - currently 4%.

Opening costs, i.e. wine, nibbles, are borne by exhibitor(s). Openings are optional but do attract sales.

Highly recommended – Friday evenings.

No charge or fee is to be made for wine, refreshments or otherwise except for sale of art. The WCC is a community cultural centre, it is not a shop or retail outlet.

Contents of the WVAC donations box remains property of the WVAC.

### RECONCILIATION OF EXHIBITION

Whether single exhibitor or group, one person to be nominated as Curator/Coordinator, responsible as follows:

#### PRIOR TO OPENING

Ensure WVAC has name, address, email, phone no and m/ship of exhibitor(s).

Exhibition agreement(s) signed by exhibitor(s).

Set up possible up to 2 days before opening.

#### GENERAL

Phone available for in-coming calls only. 49983419.

Ensure location of key is known. Key not to be removed from premises (\$60 fee if key lost)

Front door locked from inside (locking pins near floor at both sides of roller door).

Door from kitchen to gallery can be locked but key must remain in a kitchen location.

Gallery lights opposite counter by front door (dimmer switch). General lights at back door. Night light always on at back door. Extra outdoor light at front of building. Switch at left of front door above counter.

Gas heater usage \$2/hour donation.

Sound system at counter (bring your own tapes/CDs). EFT machine to be left in "Ready" mode at all times. Instructions are next to machine. Any problems, contact Fiona 49983339, or Bronnie.

Tea/Coffee available at 20c per cup. BYO milk. Approx 40 wine glasses in kitchen.

Kitchen to be kept clear and clean at all times. Kitchen area not to be used for storage of packaging, plinths, excess art works, etc.

All crockery and cutlery to be washed, dried and put away at end of each day. Fridge kept clean, no rotting foodstuffs please. Firehosed floors swept or vacuumed occasionally. Also check Male/Female Toilets (CCC clean?).

Check/Replenish loo paper (female cupboard) & wood shavings (bag under building on compost tank)

Be aware that 4 groups share this space and there could be a meeting in the kitchen area or grounds during your opening hours or an evening meeting when your exhibition is closed. All members of these groups are extremely conscientious of the space when an exhibition is installed. Exhibits may be hung on Curtrax system or screwed to walls.

All holes must be filled afterwards and marks painted over in flat white paint.

Tools, portable drill, ladder, filler & paint are in back area



#### DURING EXHIBITION

Ensure there is a Master Sheet of all exhibitors and entries, which records all sales, purchasers and forms of payment. This is to be permanently situated at the Sales desk and is to be available for perusal by a WVAC representative at all times. Issue all purchasers with a receipt and include contact details to facilitate pickup at close of show. A catalogue of works for sale showing item number, description and price is essential. Highly recommended – each artwork to be tagged with same information. Position WVAC donation box in a good location.

#### CLOSE OF EXHIBITION

An approximate tally of all sales to be supplied to WVAC rep, together with all credit card/EFT vouchers (if used). These vouchers must be itemised and clearly marked with catalogue no., name of purchaser, and whether credit or EFT to ensure accurate and speedy reimbursement of these monies (less bank fees — 4% of gross EFT deposits) to exhibitor. This reimbursement is by way of ONE cheque/ transfer. If a group, the co-ordinator should disburse funds to individuals. A breakdown statement is supplied with the reimbursement. Please email bank details for any transfers. WVAC donation box only to be opened in presence of WVAC Committee member. Please note: any artwork left on premises will be disposed of by the WVAC, at its discretion after 30 days.

#### WITHIN 3 WEEKS OF CLOSE OF EXHIBITION

A fully itemised summary of all sales, showing gross total, and a cheque/money order for 10% of this gross total, made out to Wollombi Valley Arts Council, is to be forwarded to The Treasurer WVAC c/o Wollombi General Store Wollombi NSW 2325. If a group, it would be appreciated if it were ONE cheque/money order representing 10% of the group's sales.

Or EFT sales, less 4% bank fees, refunded by WVAC cheque/transfer less any fees due to WVAC.

#### ADVERTISING FOR YOUR EXHIBITION

A flyer or poster should include:

Name of exhibition

Name of exhibitors (optional)

Picture (optional)

Opening date and time (optional) If so, include INVITATION on flyer

Dates and time exhibition will be open for viewing

Wollombi Cultural Centre

Contact person & phone number (optional)

WVAC & Ministry for the Arts logos (can be downloaded from website)

About 400 flyers should be printed for any letterbox drop.

WVAC can provide extra design & distribution advice.

Same information (lo-res images no more than 100KB) to be electronically sent to WVAC so as to be posted on web site. Info is also sent to WVAC Exhibition gallery list by email.

Email WVAC Publicity Officer: [artscouncil@wollombi.org](mailto:artscouncil@wollombi.org)

Copy re artists and/or exhibition for Arts News in OON, updated a month before (100 to 150 words and some images), would help promote your show. Deadline 9<sup>th</sup> of the month prior to your show.

Email: [artscouncil@wollombi.org](mailto:artscouncil@wollombi.org)