



MAC EXHIBITION CONDITIONS

Exhibitor's Responsibilities

1. Confirm Exhibition Opportunity: All successful applicants will receive a **Letter Of Agreement** which should be signed and returned to MAC by the due date.

2. Curatorial Meeting: Exhibitor/s will be required to attend a meeting at MAC (date and time to be mutually agreed) to discuss all details of the exhibition. This meeting will confirm a schedule of important dates and deadlines, the printing of invitations, a catalogue, press information and the opening night arrangements. The presentation and hanging of artwork will also be discussed.

3. Payment of Gallery Fee: Payment of MAC's Gallery Fee of \$660 [GST inclusive] is due six weeks prior to the exhibition date. This fee covers hire of gallery space; Gallery listings in either the West Australian or the Sunday Times, as appropriate; utilities and cleaning costs; as well as all promotional activities, including mail-outs to over 450 MAC members and VIPs, buyers and collectors. If exhibitors cancel a booked exhibition less than four (4) months before the agreed date, an administration fee will be charged.

4. Invitations & Publicity: Exhibitor/s are responsible for all design, printing and personal mail-out costs of the invitation. Invitation design must be approved by MAC before final printing, and must include our logo. Images of artwork and/or artist/s, either electronic or photographic, must be provided to MAC at least six weeks prior to the opening of your exhibition. MAC staff can advise on design and printing services and also offer a print and design service (see MAC's Responsibilities).

5. Setting Up: Delivery and setting up of works is to be arranged with MAC staff. Exhibitions at MAC must be set up in a professional manner and to this end MAC staff/ members are available for consultation. Any extraordinary installation requirements should be arranged with MAC, with any additional costs of display covered by the exhibitor/s.

6. Opening Night Catering: Food, beverage and serving costs for the exhibition opening night are not included in MAC's gallery fee. However MAC can provide the catering of this event at an affordable cost to the exhibitor/s.

7. Education Program: MAC arranges an exhibition education program through artist talks/ workshops and asks that exhibitor/s be available for this program during their exhibition. Details to be agreed to at the curatorial meeting.

8. Closing: Exhibitor/s are to dismantle their exhibition within two (2) days of its closing date. The exhibition space is to be left in the same state as it was originally provided.

9. MAC Membership: Exhibitor/s are required to become members. If you are not currently a member, please complete an Application (available online or from MAC).

MAC's Responsibilities

1. Fees and Conditions: In 2009, the fee to artists exhibiting will be \$660, which covers:

- * Gallery hire
- * "Gallery Listings" in either the West Australian or Sunday Times newspaper
- * Production of list of works for visitors
- * Mail out to members and VIPS
- * Exhibition promotion
- * Insurance, cleaning and electricity

The fee is a set amount per exhibition regardless of whether it is a solo or group show. MAC supports emerging or student artists' exhibitions by offering the gallery at reduced rates in some cases.

MAC staff will provide assistance in arranging the artistic design and printing of exhibition invitations flyers. MAC provides volunteers for supervising the exhibition and assisting with opening, and will assist the artist/s to ensure a successful exhibition.

Staff also have experience in catering for small and large groups, and arranging music and entertainment for exhibition openings and associated events, but please bear in mind that any additional requested services may attract further costs for the exhibitors.

2. Commission: MAC will deduct a 35% commission from all work sold during your exhibition.

3. Press and Promotion: MAC promotes your exhibition through editorials/ images/ advertisements in a range of print, radio and web-based media outlets. A full listing is available from our press officer.

4. Exhibitions Security: MAC staff will supervise the exhibition during all business hours and works are insured whilst on the premises.

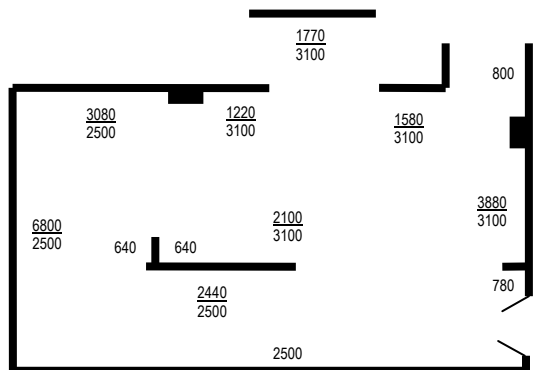
5. Exhibition Programme: MAC will set dates for exhibitions, allowing time for setting up and dismantling, and manage the progress of the exhibition from development to completion.

6. Additional Exhibition Services: MAC staff are dedicated to ensuring our exhibitions are developed and presented to the highest curatorial standards. They are available to advise and assist our exhibitor/s on any aspect of their exhibition.

ABOUT OUR GALLERY SPACE

The Mundaring Arts Centre (MAC) Gallery has approximately 63 metres hanging space equipped with hanging rails and adjustable stainless steel cables. A number of off-white display plinths in various dimensions are available for display use. Additional or specialised display equipment can be arranged at extra associated costs.

Dimensions of the Gallery



Top # = length of wall space
Bottom# = height of hanging strip

Our gallery attracts an average of over 1,000 visitors to each exhibition. MAC also showcases an excellent range of quality art and craft in our Gallery Gift Shop. The Gallery and Gift Shop are open free to the public, seven days a week. Together, they receive around 13,000 visitors each year, including many from interstate and overseas.

MAC is a not-for-profit community-based organisation comprised of an active membership of enthusiastic artists, buyers, collectors and suppliers. Together they form a vibrant network that assist MAC in actively supporting emerging and establishing artists from around Western Australia.

HOW TO APPLY FOR AN EXHIBITION AT THE MUNDARING ARTS CENTRE:

- 1 Read the exhibition conditions and responsibilities outlined overleaf
- 2 Complete the enclosed Application Form for Exhibitions 2009
- 3 Forward your Application Form, together with any support material, to MAC by **Monday 28 July 2008**
- 4 All applicants will be advised in writing of the decisions of MAC's Exhibition Advisory Committee no later than the end of August



Please Note: The conditions outlined in this application form were current at the time of printing, however, they may be subject to change.



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EMAIL: info@mundaringartscentre.com

Office Hours:
Weekdays 10am — 5pm

Gallery Hours:
Mon — Fri 10am — 5pm
Sat, Sun & P/Hols 10am — 4pm

www.mundaringartscentre.com

EXHIBITION APPLICATION
CONDITIONS
2009