

# E3 art space 2019 - 2020 Program Exhibition Guidelines

WAGGA WAGGA  
ART GALLERY

## WAGGA WAGGA ART GALLERY

Since its foundation in 1975, Wagga Wagga Art Gallery has worked to promote a rich and vibrant regional culture, by providing a visual arts environment that inspires and informs the communities of the Riverina. The Gallery offers opportunities for a diverse and innovative range of creative expression, while maintaining the cultural heritage of the Gallery's nationally significant collections.

Each year, Wagga Wagga Art Gallery welcomes 40,000 visitors of all ages to experience a wide variety of exhibitions, programs and special events. The Gallery is a cultural facility of City of Wagga Wagga, and is supported by the NSW Government through Create NSW.

## E3 ART SPACE

The E3 art space is a creative initiative of Wagga Wagga Art Gallery, providing artists and makers of the Riverina with opportunities to connect with their communities, and with audiences at all levels – local, regional and national.

For emerging artists, across all areas of contemporary visual arts practice, the E3 art space offers access to a high profile exhibition space that promotes artistic professional development. Gallery staff will assist with exhibition installation; however, the space is to be supervised by the artist for the duration of the hire period.

## OPENING HOURS

Tuesday – Saturday: 10.00am to 4.00pm  
Sunday: 10.00am to 2.00pm  
CLOSED: Mondays, Christmas Day and Good Friday

## ELIGIBILITY

The E3 art space is open to the following categories of individuals or organisations:

- artists, who currently live, work or study in the Riverina region, or can demonstrate strong connections with the region;
- curators, who currently live, work or study in the Riverina region, or can demonstrate strong connections with the region;
- Riverina-based tertiary institutions and community education providers; and
- Riverina-based NGOs.

**Please note:** Only one proposal per applicant (individual or organisation) may be submitted for the E3 art space in any application round.

## APPLICATIONS

Applicants must complete an online application form via **Smarty Grants**

- Once you have completed your application, click the 'review and submit' button. This will alert you to any changes or corrections that need to be made to your application before it can be submitted. You will not be able to submit your application until all the required questions are completed.
- After you have submitted your application you will receive an email within a few minutes. If this is not received, it may mean your application has not been successfully submitted and you should contact Smarty Grants.
- Please be advised that the Wagga Wagga Art Gallery does not correct errors in applications or supporting material. If they are eligible, applications and any supporting material are assessed as they have been submitted.

## DEADLINE

**Applications close 4pm, Friday 26 October 2018. Late applications will not be accepted.**

**Please note:** To avoid experiencing last minute technical issues, it is recommended that you submit your application as early as possible. For technical assistance please refer to Smarty Grants online help guide or call their service desk (Monday – Friday 9am – 5pm):

[www.smartygrants.com.au](http://www.smartygrants.com.au) | [service@smartygrants.com.au](mailto:service@smartygrants.com.au) | (03) 9320 6888

Individuals or groups who require additional support to complete an application may contact the Gallery: (02) 6926 9660 | [gallery@wagga.nsw.gov.au](mailto:gallery@wagga.nsw.gov.au)

## SELECTION

Applications will be reviewed by the Wagga Wagga Art Gallery Director and Curator: Exhibitions and Collections, and a panel comprised of two or more independent creative industry professionals. The selection of work is based on five major criteria:

- artistic merit;
- a coherent theme or body of work;
- a realistic and achievable exhibition plan;
- content appropriate to exhibit in a public gallery; and
- high quality relevant support material.

All applicants will be notified of the results of their application by Friday 14 December 2018

## FEES AND CHARGES

The current scheduled fee for hire of the E3 art space during the 2018/19 Financial Year is set at \$50.00 (Inc. of GST) per week.

Exhibitors are required to lodge a \$200.00 security deposit with the Gallery, prior to the commencement of the hire period. The security deposit will be refunded at the conclusion of the hire period, subject to specific terms and conditions being met by the exhibitor.

**Please note:** The scheduled fee for hire of the E3 art space in 2019 and 2020 may change in line with Wagga Wagga City Council Management Plan 2019/20 Revenue and Pricing Policies.

## VENUE HIRE AGREEMENT

Successful applicants will be required to enter into a short-term venue hire agreement with Wagga Wagga City Council, Wagga Wagga Art Gallery for the duration of the exhibition in the venue. The agreement must be signed by both parties prior to the commencement of the hire period.

## INSURANCE

Wagga Wagga City Council has public liability insurance in place which covers most individual and groups of casual hirers for the duration of the exhibition in the E3 art space. Exhibitors are responsible for insuring their work while on display in the E3 art space. Wagga Wagga City Council cannot be held responsible for damage to or loss of exhibitors' works while on display within the Wagga Wagga Art Gallery.

## PACKING, DELIVERY AND TRANSPORT

Exhibitors are responsible for the organisation and costs associated with packing, transporting and insuring their work in transit to and from the E3 art space.

## STORAGE

The Wagga Wagga Art Gallery has no provision to store exhibitors' work on-site prior to or on the conclusion of the exhibition in the E3 art space.

## INSTALLATION AND DE-INSTALLATION OF THE EXHIBITION

Installation of the exhibition in the E3 art space should begin on the first day of the hire period; and may only be undertaken during the Gallery's opening hours. Gallery curatorial staff will be available to provide assistance with the layout, installation and lighting of the exhibition. All work must be professionally presented and ready for installation.

The Gallery reserves the right to exclude works that do not meet the required standard for display. The Gallery will provide ancillary exhibition material (labels, pricelists, and wall text and vinyl signage) as required.

De-installation of the exhibition must take place on the last day of the hire period during the operational hours of the Gallery. Exhibitors must ensure that the venue is left in the same condition as prior to installation.

**Please note:** Access to Gallery exhibition equipment or furniture (plinths and multimedia equipment etc.) is subject to availability; details of specific technical and installation requirements should be discussed with Gallery curatorial staff prior to the commencement of the hire period.

## MARKETING AND PROMOTION

At the Wagga Wagga Art Gallery we have made a commitment to minimise our carbon footprint. We do not produce hard copy invitations for the E3 art space: electronic direct mail out (EDM) invitations will be distributed to our network of Gallery e-subscribers.

At least eight weeks prior to the commencement of the hire period exhibitors are required to provide the Gallery with professional profile information, including an artist statement and/or exhibition statement (at least 300 words) as well as three high quality images for use in promotion of the exhibition. The Gallery reserves the right to edit the material, in consultation with the exhibitor where possible.

**Please note:** Images must be provided in digital formats.

Images must be clearly labelled with caption details: artist's name, title, year, media, dimensions (height, width, dimension (HWD) in centimetres) and copyright credit (where applicable). The Gallery will write and distribute an official media release and manage any media enquiries. Exhibition details may be promoted in regular Gallery listings such as:

- The Weekend Advertiser
- Wagga Wagga City Council website
- Riverina tourism listings and publications
- social media platforms

## EXHIBITION LAUNCH

Exhibitors may stage an exhibition launch in the E3 art space during the hire period. The Gallery must be consulted with regard to the date and time of the launch, and will provide a staff member to assist with the event.

Exhibitors are responsible for all the costs associated with staging a launch in the E3 art space. The Liquor Act NSW (1982) permits exhibitors to supply guests at the launch with complimentary alcoholic beverages.

**Please note:** All persons tending the bar at the launch must be in possession of a current NSW Responsible Service of Alcohol (RSA) Certificate. The exhibitor must supply the Gallery with copies of current RSA Certificates prior to the event.

## SALES AND COMMISSION

The Wagga Wagga Art Gallery will oversee and process the sale of exhibitors work while on display in the E3 art space. The Gallery charges a 30% commission (Inc. of GST) on the retail value of all work sold during the hire period.

It is the responsibility of the exhibitor to provide the Gallery with their Australian Business Number (ABN) and GST status. Exhibitors without an ABN will have to supply the Gallery with a completed Statement by a Supplier Form from the Australian Tax Office (ATO). An electronic copy of the Statement by a Supplier Form can be downloaded from [www.ato.gov.au](http://www.ato.gov.au)

Exhibitors generally receive payment from the Gallery within twenty one days of the conclusion of the exhibition in the venue.

**Please note:** No commission will be charged by the Gallery on the sale of artwork from exhibitions presented by Riverina Incorporated Arts Bodies and Riverina Not-for-profit Organisations, or on the sale of artwork by students from exhibitions presented by Riverina Educational Institutions. All sales from exhibitions within these categories must be administered and processed directly by the presenting organisation.

## ACCESS AND SECURITY

The Wagga Wagga Art Gallery will supply exhibitors with a key in order to provide independent access to the venue during the hire period.

Exhibitors or their representatives must be present to supervise the E3 art space at all times during opening hours. Exhibitors are responsible for ensuring the venue is secure at all times outside opening hours.

## ADMINISTRATION

It is the responsibility of the exhibitor to ensure that all contact and bank account details supplied to the Wagga Wagga Art Gallery are up to date, and to inform Gallery staff immediately of any changes to these details.

## ENQUIRIES

Individuals wishing to submit an exhibition proposal are advised to contact and discuss their ideas with curatorial staff prior to lodging their submission:

(02) 6926 9660 | [gallery@wagga.nsw.gov.au](mailto:gallery@wagga.nsw.gov.au)

## IDEAS AND INFORMATION FORUM: EXHIBITION PROPOSALS

We strongly encourage applicants to attend the Information and Ideas Forum at the Wagga Wagga Art Gallery.

All artists are welcome, along with community and educational based organisations. This is a fantastic opportunity to network with other regional artists, pitch your exhibition ideas and get feedback from our Gallery staff. This feedback will assist artists to develop competitive applications, outline exhibition requirements and expectations for successful applicants and gain invaluable knowledge about presenting a professional exhibition.

**WHEN:** 22 September 2018, 10.30am – 2.30pm

**WHERE:** Wagga Wagga Art Gallery | Cnr Morrow and Baylis Streets, Wagga Wagga

**REGISTER:** Free event, bookings appreciated, please register at **Eventbrite** or (02) 6929 9660 | [gallery@wagga.nsw.gov.au](mailto:gallery@wagga.nsw.gov.au)



Wagga Wagga Art Gallery is a cultural facility of the City of Wagga Wagga  
Wagga Wagga Art Gallery is supported by the NSW Government through Create NSW

*Cover image: James Farley, Traces of Light and Shadow 2016, installation view*



E3 ART SPACE  
FLOOR MAP



