

Library Foyer Community Exhibition Information

The City of Tea Tree Gully Library offers two community exhibition art walls in the library foyer for community members, artists and local art groups to display 2D artwork; such as paintings, photographs and prints. Our space offers an audience up to 1000 people per day.

Exhibitions are for 4 weeks and are in high demand. There may be in excess of 12 months between the application process to exhibition. The conditions of use below outline the application process, insurance, venue, installation of exhibition, sale and publicity requirements. This exhibition space is managed by the Tea Tree Gully Council Library.

Conditions of Use

The City of Tea Tree Gully supports and encourages the participation of local artists to display their work on Council property. Exhibitors are encouraged to view the space in the first instance to determine if appropriate for their planned exhibition.

Applications

1. When we have received your application, we will contact you within one week to offer or decline a position on our exhibition waiting list.
2. No booking is deemed to have been accepted unless the online application form is completed and both parties agree.
3. Preference will be given, in the first instance, to Exhibitors who reside in the City of Tea Tree Gully, emerging artists and those who have not exhibited on the Library Art Wall in the last 18 months.
4. Bookings will not be accepted from any person under the age of 18 years of age without a guarantor who will agree and observe the conditions of use.
5. Applications for bookings must be made by the Exhibitor through the online application form. Bookings will be taken for the Exhibitor to display their work for a maximum period of four weeks.
6. Where the Exhibitor may need to cancel the agreed time to display their work, the Exhibitor shall notify the Council contact as soon as possible.
7. All applications will be reviewed by a Tea Tree Gully staff member.
8. Exhibitors will receive an e-mail with the terms and conditions of use. A response to this email and proceeding with an exhibition dates implies acknowledgement of and acceptance of terms and conditions.

Venue

1. The City of Tea Tree Gully reserves the right to document the exhibition and maintain a photographic file for publicity and information purposes only.
2. The City of Tea Tree Gully reserves the right to remove any exhibition from the library foyer art wall where Council may require the space for their own purpose. Council will notify the Exhibitor and store the works for collection if necessary.
3. The dark grey display wall measures 7 metres long and 3 metres high (2 artworks can be displayed on a single hanging wire.)
4. The cream display wall measures 3.8 metres long and 2 metres high (1 artwork can be displayed on a single hanging wire.)

Insurance

1. By nominating your art work to go on display in the foyer adjacent to the Library, you have chosen to do so at your own risk. The City of Tea Tree Gully Council is not responsible for any loss or vandalism incurred through being on display and/or being put on display.

Library Foyer Art Wall Requirements

1. Artwork must be hung from the hanging system supplied. Unframed canvas paintings are acceptable. Please make sure all artwork is presented in good condition. Paper works are not acceptable.
2. Make sure all art work is ready for hanging from a picture rail system. If the artwork is heavy, D rings should be used and 2 lines of hanging wire.
3. We do not allow the display of artworks with electrical connections.
4. If an artwork is sold, please replace with another art work. The exhibition space should not have empty spaces.

Installation

1. The Exhibitor is responsible for transporting their work to and from the library foyer.
2. The Exhibitor is responsible for setting up, hanging and dismantling the exhibitions. The Exhibitor is required to move a safety step-ladder and seating as required during Library opening hours. Exhibitors are to seek Library staff for access to access the safety step-ladder and picture rail hanging materials. As it is the responsibility of the Exhibitor to move and replace seating in the foyer; it is recommended at least 2 people undertake set up and dismantle.
3. Exhibitors are to strictly adhere to the time and dates agreed to with particular regard to setting up, dismantling and removal of their exhibition. If agreed dates for removal of the exhibition are not met, the Council will take down the exhibition.
4. Exhibitors who have an agreement with Council for a scheduled time to exhibit their work and have not installed their exhibition within two (2) working days of their scheduled exhibition date will forfeit their reservation. Exhibitors may contact the Council to arrange a new exhibition date subject to availability.
5. Exhibitors must use the hanging system provided to hang their artwork. Please note, Exhibitors are not allowed to alter the hanging system, including hanging strips for their own purposes. Exhibitors may be charged for damage to the hanging system.
6. Please note, there is no storage facility on site to store work before, during or after the exhibition.

Library Foyer Art Wall Sales

1. Works of art can be for sale.
2. Sales are to be entirely self-managed by you, the exhibitor.
3. The library does not charge commission on artworks sold.
4. Display prices on a price list or discreetly on the artwork. Do not display prices next to each artwork stuck to the wall; as this can damage the wall for future users.
5. A framed A3 poster holder next to the exhibition for details about the artist, sale contact details and price listing is available.
6. The library does not manage sales, funds or hold artworks.
7. Please refrain from using comment sheets to meet Covid-19 hygiene requirements.
8. Exhibitors are encouraged to print promotional posters and fliers, to circulate to their own mailing lists and to publicise their own Exhibition. A promotional space will be provided adjacent the hanging area. Promotional material must only relate to the exhibition or artist details such as price list, artist statements or contact details. Any material promoting groups or events must go through our Community Notice Board display process. *Please note, to preserve walls; any documentation adhered to walls must be done so with blu- tack, only.*