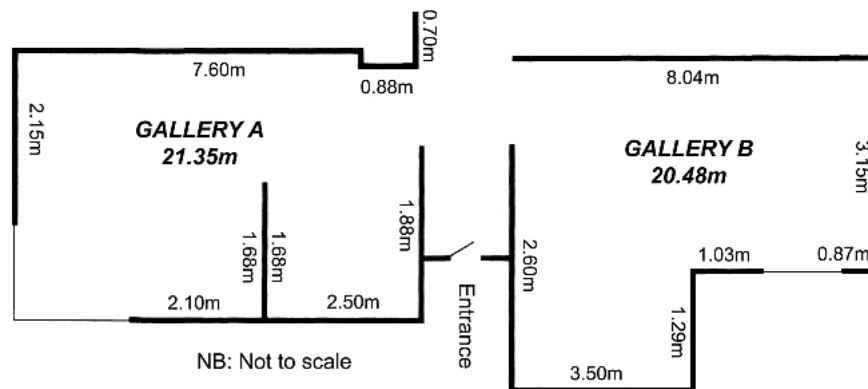


## APPLICATION AND EXHIBITOR GUIDELINES

The Highway Gallery is an initiative of the Monash community.  
Our charter is to provide artists with an exhibition space for a wide range of original works.  
We cater for emerging, established artists, individuals and groups

### Your Exhibition:

- **Hours:** Tues-Sat 11-5, Sun 1-5
- **Fee:** \$760 (for 2 weeks)
- **Commission:** 25% on sales
- **Installation:** after 3pm Thursday or 11am Friday
- **Dismantle:** 3pm on Thursday
- **Height of hanging track:** 2.50m



### The Gallery:

- Supervises exhibition during office hours (Tuesdays to Fridays: 11am – 5pm)
- Undertakes comprehensive publicity campaign (eg. *Art Almanac*, magazines, Gallery website, event websites, billboard, posters)
- Organises media releases to local and metro newspapers
- Will email and mail to our mailing list; postage covered by the artist(s)
- Completes sales, issues receipts and collects monies during office hours
- Provides curatorial assistance if required
- Has public liability insurance
- Designs invitations, fliers, tags and catalogues; cost covered by the artist(s)
- Creates slide shows with your music on disk – cost \$50
- Will publish 6 works on our website – cost \$72 p.a.

### The Artist(s):

- Supervises own exhibition over the weekends
- Organises own 'meet the artist' sessions within gallery hours
- Installs and dismantles own exhibition on nominated days and times
- Completes sales, issues receipts and collects monies while supervising
- Organises transport, packaging and insurance for own artwork
- Provides an artist's statement, CV and 6 images for publicity
- Maintains gallery clean at all times

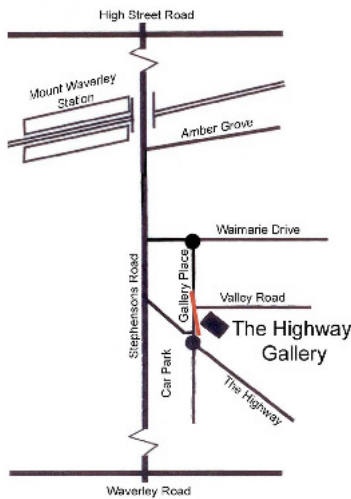
**The Opening:**

- Friday evening or weekend during the day
- Catering for opening organised by artist; limited support may be available from the gallery
- Kitchen facilities, glassware and tables are provided
- Glassware to be washed and packed away

**Terms and conditions for exhibiting:**

- A non-refundable booking deposit of \$200 is required with application form
- Rental balance must be paid eight weeks prior to exhibition date
- Adjustment for commission and payment for sold works – 2 weeks after event
- Cancellation within 6 months of exhibition will result in loss of deposit
- A \$50 charge per day applies for manning gallery on weekends by gallery staff
- The Highway Gallery is not responsible for loss or damage to work
- The Highway Gallery cannot store works prior or after event
- The Highway Gallery is not responsible for uncollected works
- Invitations and publicity material must bear the gallery logo

**More information: contact Colin during office hours (Tues-Fri: 11am to 5pm)**



- free entry
- close to public transport
- high profile as part of Mt Waverley shopping precinct
- adaptable exhibition space
- tracking, directional lighting
- versatile hanging system
- climate controlled
- monitored security
- ample parking
- wheelchair access
- display computer (with internet) and PA system
- full kitchen facilities
- gift shop

-----Return this section only with your deposit-----

**Name:** .....

**Address:** .....

**Post Code:** .....

**Phone & Mobile:** .....

**Email:** .....

**Proposed exhibition date:** .....

**Title of exhibition:** .....

**Attachments:** Statement.....CV.....photos.....disk..... (please include with application)

**Brief description of exhibition** .....

**I have read the gallery terms and conditions and agree to abide**

Signed: ..... Date: .....

Enclosed: cheque .....money order .....cash .....

EFTPOS facilities available – Cheques payable to **The Highway Gallery**