

## FOYER GALLERY COMMUNITY ARTS PROGRAM

### Guidelines and Information for Exhibitors

*The Foyer Gallery Community Arts Program aims to promote community, cultural and artistic development in the City of Mitcham by supporting and displaying visual art produced by or in the interest of the local community.*

#### LOCATION

The exhibition space is located throughout the publicly accessible sections of the City of Mitcham Civic Centre, 131 Belair Road, Torrens Park, S.A. The following 'Guidelines and Information for Exhibitors' will assist artists or groups to:

- decide if the available space is suitable for their visual art
- complete an Application form

#### ENQUIRIES

For further information please contact the Information & Arts Officer on 8372 8812 or post 'Application forms' to: City of Mitcham, PO Box 21, Mitcham Shopping Centre, TORRENS PARK SA 5062 or email: [communityinfo@mitchamcouncil.sa.gov.au](mailto:communityinfo@mitchamcouncil.sa.gov.au)

#### APPROPRIATE VISUAL ART FOR THE FOYER GALLERY

##### Appropriate Visual Art will:

- be produced by or in the interest of those who live, work, study, attend or are connected with community groups within the City of Mitcham.
- be presented in a professional manner and be appropriate for viewing by the general community, including children.
- promote cultural and community development, education, health, recreation and other activities which are of benefit to the community.
- be suitable for wall-mounted display or floor mounted display and supported on a solidly constructed framework which enables hanging on hooks or mounting on a platform.
- be structurally sound and not contain hazardous substances, materials or protruding sharp objects such as jagged glass, asbestos, barbed wire, sheet metal or items which could be removed.
- be for wall mounted display, within the sizes available and the weight limit of 10kg (22lb) for single items or 15kg (33lb) for a collective display per track.

##### Visual Art which will **NOT** be considered appropriate includes:

- items which exceed size, weight or depth limitations.
- items which are structurally unsound or potentially hazardous.
- items which promote or support discrimination against groups or individuals on the grounds of race, culture, disability, gender, sexuality, religion or ability,
- including items which promote violence, depict obscenity or are otherwise illegal.
- items used for the purposes of commercial advertising.

**A commission will not be charged for schools, charities and groups that submit work for exhibition purposes only.**

## FOYER GALLERY TERMS & CONDITIONS OF USE

- The Foyer Gallery is open to the public during office hours between 9am and 5pm Monday to Friday.
- A “no smoking” policy applies in the Foyer Gallery and the Council Civic Centre main building.
- Exhibitor/s will be responsible for all costs relating to: insuring their artwork, transportation to and from the venue, supplying appropriate packaging/coverings and the provision of frameworks.
- Artworks must be presented in a professional manner and be suitable for public display.
- Artworks on fragile backgrounds eg: tissue, paper, unframed glass or Masonite, items which have protrusions or thin plastic frames are considered fragile or dangerous to handle without risk.
- Artwork will only be displayed by council staff or nominated contractors if it complies with OHWS and other council policies and procedures.
- A sample or portfolio of all artwork exhibited in Foyer Gallery must be available 30 days prior to the exhibition opening.
- The City of Mitcham will ensure that reasonable care is taken with artworks whilst on exhibition but takes no responsibility for the loss, damage or theft of any work.
- Advertising and promotion of the Foyer Gallery exhibitions will be accessible at no cost through council services, other advertising may be arranged with approval from council, at the cost of the artist.
- The artist’s name, address and title of artwork must be on the reverse of all work, together with the sale price (inc GST) or clearly marked ‘not for sale’, if applicable.
- Exhibitor/s must strictly adhere to the time and dates agreed to with regard to the delivery, setting up, dismantling and removing artwork from the Foyer Gallery.

## SALE OF VISUAL ART

Some artists may wish take the opportunity to promote their work as being for sale while it is exhibited at Council. In order for sale of visual art to occur artists must agree to the following conditions:

- If you are an artist registered for GST, the price provided to Council must be a fixed price for each piece of work, plus GST. It is the artists’ responsibility to forward the GST for any work sold to the Australian Taxation Office (ATO) as required by legislation. If you are a “hobbyist” exempt from GST, a fixed price will apply. Contact the ATO if you have any queries.
- Council will charge a commission of 20% to subsidise the exhibition program. This is the fee Council will charge for the service of selling. Council will not own the artwork.
- Prices promoted will therefore include the Artists’ price, plus GST.

## FOYER GALLERY LAYOUT

- Exhibition sites are on both the ground floor and first floor foyer areas, but are limited in size and weight.
  - Artist must consider the size and weight of their work when completing their ‘Application Form’.
  - There is a total 19 individually cut tracks of different lengths, 9 tracks are located on stairways.
- The following is a list of the 19 exhibitions spaces and sizes (width x height in millimetres).

### Ground Floor:

**Location A:** (3 tracks) northern wall on the lower level stairway near entrance to Community Services. A 525mm gap exists between the wall and stair handrail.

A-1: 1120 x 3150

A-2: 1120 x 1850

A-3: 1120 x 2350

**Location B:** Western wall adjacent to northern stairway.

B: 1800 x 2650

**Location C:** Western wall near entrance to Planning Department.

C: 2500 x 2950

**Location D:** Eastern wall near Planning reception area.

D: 2570 x 2930

### First Floor:

**Location H:** Northern wall on the upper level of stairway near Planning Department.

H-1: 1090 x 4960

H-2: 1090 x 5600

H-3: 1090 x 6240

**Location I:** Southern wall on upper level above large painting

I-1: 2500 x 2780

I-2: 2500 x 2780

**Location E:** Northern wall under stairway near Planning Department.

E-1: 1150 x 2970

E-2: 1630 x 2970

**Location F:** (3 tracks) southern wall on the lower level of stairway near Planning Department. A 525mm gap exists between the wall and stair handrail.

F-1: 1420 x 3530

F-2: 1420 x 4000

F-3: 1720 x 4460

**Location G:** Northern wall between the electronic doors near Belair Road entrance.

G: 2570 x 2

**Location J:** (3 tracks) western wall along the bridge passageway on the first floor. The tracks are mounted at ceiling height with a 300mm gap between floors.

J-1: 1800 x 1850

J-2: 2200 x 1850

J-3: 1250 x 18

