



## 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, SA. 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 a 'Registration of Interest to Exhibit' form

#### ENQUIRIES

For further information please contact the Foyer Gallery Project Officer on 8372 8802 or post 'Registrations of Interest Form' to: City of Mitcham, PO Box 21, Mitcham Shopping Centre, TORRENS PARK SA 5062 or email: [mail@mitchamcouncil.sa.gov.au](mailto:mail@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.

## **FOYER GALLERY TERMS & CONDITIONS OF USE**

- The Foyer Gallery is open to the public during normal office hours between 9.00am and 5.00pm Monday to Friday.
- A “no smoking” policy applies within the Foyer Gallery and main building of the Council Chambers
- Exhibitor/s will be responsible for all costs relating to: insuring their artwork, transportation to and from the venue, the supply of appropriate packaging or coverings and the provision of frameworks.
- Artworks must be presented in a professional manner and be of a standard suitable for public display.
- Artworks on fragile backgrounds such as tissue, paper, unframed glass or masonite, and items which have protrusions or thin plastic frames are considered too 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 programs must be available for preview 30 days prior to the exhibition opening.
- The City of Mitcham will ensure that every 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 communication services, such as Mitcham Community News, Mitcham Matters, and Council website. Any 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 (incl 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 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.

**THERE IS NO CHARGE FOR COMMUNITY GROUPS, SCHOOLS OR HOBBYIST ARTWORKS THAT ARE SUBMITTED FOR EXHIBITION PURPOSES ONLY**

## FOYER GALLERY LAYOUT

- Exhibition sites are available 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 'Registration of Interest 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) followed by floor plan diagrams:

### 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

**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 2930

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### 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 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 1850