



**LOUIS JOEL  
GALLERY**

# Terms & Conditions for Exhibitors

## **Louis Joel Arts & Community**

5 Sargood Street Altona 3018

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### **OPENING HOURS**

Monday - Friday 10am-4pm

Saturday & Sunday 11am-3pm

## **ABOUT LOUIS JOEL GALLERY**

Louis Joel Gallery develops and maintains a diverse program of visual arts exhibitions. It supports local artists to engage with the community and initiates programs that assist with community cultural development.

Close by is Altona Beach, Altona Pier, the historic Altona Homestead and the cafes, bars and restaurants of Pier Street

Louis Joel Gallery is part of the Louis Joel Arts & Community Centre, located on the site of the old Altona Hospital. The venue has its own carpark and is well serviced with public transport options.

**ELIGIBILITY TO EXHIBIT**

Louis Joel Gallery welcomes established and emerging artists of all genres, artisans and crafters from Melbourne’s west and further afield. Preference may be given to applicants from the City of Hobsons Bay and Melbourne’s west.

Applicants must fully complete an Expression of Interest form, available from the website: [www.ljac.com.au](http://www.ljac.com.au)

**SELECTION CRITERIA**

Expressions of Interest will be assessed using the following criteria:

- The Expression of Interest form is complete. Incomplete forms will not be considered.
- Potential to showcase the work of local artist or artists
- Potential to attract visitors to Louis Joel Gallery and the Louis Joel Arts & Community Centre
- Quality of the work
- Capacity to include workshops, presentations or other activities as part of the exhibition

**SELECTION PROCESS**

Louis Joel Gallery will make the final decision on the success of applicants, exhibition dates, the work selected and its presentation in the Louis Joel Gallery.

Applicants will be advised of the outcome of their Expression of Interest by email within 14 days.

If selected to exhibit, applicants will be given proposed exhibition dates for their consideration. This includes a proposed launch date. Applicants have 14 days to advise if the dates are acceptable.

**EXHIBITION PACK**

If the proposed dates are acceptable, applicants will be sent the Louis Joel Gallery Exhibitors pack. The pack includes:

- Key dates (e.g. Bump In, Launch, Bump Out)
- Louis Joel Gallery Terms & Conditions for signature
- Request form for Louis Joel Gallery support (e.g. plinths, installation assistance)
- Label templates
- Price List template

Please note, the exhibition dates are not confirmed until the Louis Joel Gallery Terms & Conditions have been signed and returned and the Gallery Bond has been paid.

**KEY DATES**

Exhibitors will be advised of their Key Dates when they are sent the Exhibitors’ Pack.

The Key Dates include: Exhibition Dates, Bump In (installation), Launch date and time, Bump Out (removal), as well as deadlines for label information and price lists.

Any variation to the Key Dates must be agreed in writing with Louis Joel Gallery.

## **INSTALLATION (BUMP IN)**

Incoming exhibitions are usually installed on a Friday morning. Any exceptions must be confirmed in writing with Louis Joel Gallery prior to installation.

Exhibitors are welcome to install their own exhibition as long as they abide by any directions from Joel Gallery. Tools are available to support exhibition installation.

**All artworks must be ready to hang using the Louis Joel Gallery gallery hanging system.**

Assistance with installation can be arranged if requested by exhibitors. Please use the Request for Gallery Support form to let us know if you would like assistance. Please note that we do not have the capacity to hire professional staff for any aspect of an exhibition.

## **EXHIBITION LABELS**

Louis Joel Gallery will support exhibitors by preparing all exhibition labels.

Exhibitors must provide the details for their labels to Louis Joel Gallery via email, using the Louis Joel Gallery label templates. The deadline for providing the label information is included in the Key Dates.

Exhibition labels will be ready for the Exhibitor to install at Bump-In, provided the label information is provided by the nominated deadline.

No handwritten labels are permitted and will be removed if displayed.

If any other product is used to adhere labels, and repair is required to Gallery surfaces, any costs incurred will be the responsibility of the Exhibitor and may be taken from their Gallery deposit.

## **LAUNCH EVENTS**

Launches are usually held on Friday nights at 7pm. Refer to Exhibitors' Pack.

Exhibitors are encouraged to hold a launch event. It's a great opportunity for you to showcase your work to potential buyers as well as family and friends. Any launch related costs are to be paid by the Exhibitor.

Assistance with launch events can be arranged if requested. Please use the Request for Gallery Support form to let us know if you would like assistance. A small kitchen and food preparation area can be used by Exhibitors if requested.

## **SALES & COMMISSION**

All (or the majority) of exhibited work must be available for sale. Unless agreed in writing with Louis Joel Gallery.

Exhibitors must provide a Price List to Louis Joel Gallery prior to the Exhibition launch. Please refer to the Exhibitors' Pack.

All sales are handled by Louis Joel Gallery. A base commission of 30% is charged on ALL sales unless otherwise agreed in writing with Louis Joel Gallery. EFTPOS is available.

Income from sales (less commission) will be paid directly into the Exhibitor's nominated bank account. Payments to Exhibitors will be made within four weeks of the end of an exhibition.

Sold items may only be taken by the buyer at the end of the exhibition, unless prior arrangement has been made between Louis Joel Gallery and the Exhibitor to substitute additional work for sold items.

Buyers will be advised that they have two weeks after the Exhibition ends to collect their purchase from Joel Gallery. If any sold purchases remain at Louis Joel Gallery after this time, the Exhibitor will be requested to remove them and liaise directly with the buyer.

Gallery hire falls under three pricing structures:

Private hire:

- \$350 +GST per week
- \$700 +GST for two weeks (limited blocks available)
- or \$800 +GST for three weeks

Community hire: \$175+GST per week or \$525+GST for three weeks

First Nations hire: \$80+GST per week

A \$250 deposit Or the full hiring amount (if less than \$250) must be paid at time of hire confirmation. This deposit can be refunded for cancellation of an exhibition no later than 3 months out from the exhibition install date.

All fees must be paid at least a month before the nominated Bump-In date. Payment in instalments is possible, if agreed in writing with Louis Joel Gallery.

## **GALLERY HIRE FEES**

Louis Joel Gallery reserves the right to vary the Gallery hire fees to increase accessibility for some exhibitors.

Any damage to the gallery or required repairs must be paid by the artist and can be removed from the reimbursement of sales by Louis Joel Gallery.

Gallery hire is inclusive of:

- Curatorial and install support in the lead up to the exhibition and during bump in
- Gallery sales assistance
- Support in planning and staffing an exhibition launch, artist talks, workshops and other events
- Marketing and promotion, including promotion through Louis Joel Arts and Community E-news and billboard erected on the corner of Sargood st and Queen st