

COOLAH | HISTORY | ART | TOURISM | SUB-COMMITTEE

AGREEMENT OF PANDORA GALLERY HIRE & EXHIBITION - SOLO ARTIST (PAGE 1)

OVERVIEW

The community gallery is an exhibition space devoted to the promotion and interactive engagement, of visual arts for residents and visitors to Coolah. The Gallery has 90 square metres (8m x 12m) floor area and 55 - 75 square metres of hanging space, depending on the configuration. This equates to 36 linear metres of hanging space, using the Arcus Wire hanging system. Up to four glass display cabinets and five display plinths of varying sizes are available for use. Please refer to the "**Pandora Gallery Specifications for Exhibitors**" document.

The gallery provides artists with the opportunity to exhibit in a regional town located along the Black Stump Way, in the central west of NSW. Coolah and surrounds are part of the Warrumbungle Shire, with a population of over 10,000.

The gallery is committed to promoting art and, cultural interest in rural communities, along with historical and tourist information. The building, which houses the gallery, is in the art deco style of the 1930's era. The Gallery interfaces with the town library, in a shared building. Sepia print enlargements of the local area circa 1942, photographed by renowned Australian photographer Max Dupain, are permanently mounted for public viewing in the library area.

Community volunteers interested in the promotion of a multi-function facility, manage the gallery and offer visitors, historical and tourist information, as well as information on the latest exhibition. As such, the Pandora Gallery members are directly involved with managing exhibitions. Pandora Gallery has public liability insurance under the Coolah District Development Group Inc, and a security alarm system.

EXHIBITION PROMOTION

Opening Night – If you would like to hold an Opening Night for your exhibition, there is a fee of \$150. This fee includes a Facebook advertising campaign, (which will target approximately 1500 people, within an eighty-kilometre range of Coolah), and refreshments for the evening. Gallery volunteers will assist with catering; however, it is expected that the exhibitor will bring several dishes.

We endeavor to promote the exhibition through the following means where time and volunteer resources permit:

Email - An email advertising your exhibition will be sent to our Gallery contact data base, consisting of approximately 100 people.

Facebook - In addition to the paid Facebook ad noted above, we will post an advertisement for your exhibition on the Pandora Gallery page, and various community Facebook pages.

Editorial / Press Release - Coolah District Diary, Regional Newspapers including Mudgee Guardian and Coonabarabran Times.

Flyers - Notice board outside Coolah IGA. Visitor Information Centres at Coonabarabran and Dunedoo.

Radio - Community Announcements on various Radio Stations, including our local Three Rivers FM which Combines Coolah and Dunedoo.

Websites - Inclusion on Websites including Warrumbungle Visitor Information Centre and Orana Arts.

Optional Advertising – If you would like to advertise in the Coolah Diary, please see their rates and dates at https://www.outbackpress.com.au/f_coolah_diary.htm. You can book your ad directly with Outback Press, or we would be happy to book your ad for you and help you with your ad copy. Please allow at least two weeks before the Outback Press deadline for us to work on your ad.

The Gallery will further promote the exhibition verbally at openings and other events where possible. Pandora Gallery will provide exhibition signage on the Gallery sandwich board, which will be placed outside the gallery and will include exhibition title and name of artist.

AGREEMENT OF PANDORA GALLERY HIRE & EXHIBITION - SOLO ARTIST (PAGE 2)

This agreement of Gallery Hire and Exhibition (venue hire) is completed and signed by both the exhibitor and the Gallery, as per recommendations by the Arts Law Centre of Australia 2006.

EXHIBITOR DETAILS

Exhibitors Name: _____ Exhibition Title: _____

Address: _____

Email: _____ Phone: _____

EXHIBITOR RESPONSIBILITIES

I agree that:

1. I am responsible for the installation and de-installation of my exhibition in collaboration with the Pandora Gallery Working Groups.
2. I will exhibit for the agreed period from ____/____/____ (installation date) to ____/____/____ (de-installation date)
3. I will ensure that my artworks are appropriate for viewing by public of all ages.
4. I agree that all exhibited works, including those items that are sold during the exhibition, will remain in the gallery until the de-installation date, unless works are a) damaged or b) the committee deems they are unfit for public viewing.
5. I will provide a list no later than the installation date, detailing each works NAME, TITLE, MEDIUM and PRICE.
6. Works are to be removed from the gallery, at the agreed de-installation date, unless prior arrangements have been made with the Pandora Gallery Working Group, to store the items past the de-installation date.
7. I may choose to sell all or some of my work.
8. I am responsible for providing story boards, where applicable.
9. I will provide the gallery with an artist statement about the body of works, a short CV / Bio, and digital images of some of the works included in the exhibition. I understand this information will be used to promote my exhibition.
10. I agree that the Gallery will retain, from the sale price, a commission of 20% on each item sold.
11. I understand that Pandora Gallery carries Public Liability Insurance, however, I am responsible for the insurance of my artworks in transit to and from the Gallery and whilst located in the Pandora Gallery.

EXHIBITOR REQUIREMENTS

I would like an Opening Night on Day _____ Date ____/____/____ at \$150 Yes No

I would like the Gallery Volunteers to assist with the catering / manning of the bar at Opening Night Yes No

I will give my own artist talk on the Opening Night, outlining my exhibition Yes No

I would like an ad in the Coolah Diary and will book my ad directly with Outback Press Yes No

Please book my ad in the Coolah Diary for Issue # _____ Wednesday Date ____/____/____ (Tick Size) Yes No

Standard 70mm W x 90mm H

Double Standard 70mm W x 184mm H

Half 190mm W x 137mm H

Full mono 190mm W x 278mm H

Full Colour 190mm W x 278mm H Advertisement Charges apply, rates set by Coolah Diary

I require the use of display cabinet No's 1, 2, 3, 4 (Please circle those required) Yes No

I require the use of display plinth No's 5, 6, 7, 8, 9 (Please circle those required) Yes No

I would like to receive payment from my sales by **CHEQUE / DIRECT DEPOSIT** (Please circle) Yes No

Payments will be made as soon as practical once processed through the committee and accounts.

Account Name: _____ **BSB:** _____ **Number:** _____

Exhibitors Name: _____ **Signature:** _____ **Date:** _____

Gallery Rep: _____ **Signature:** _____ **Date:** _____

AGREEMENT OF PANDORA GALLERY HIRE & EXHIBITION - SOLO ARTIST (PAGE 3)

Please sign page two of this document and forward page two to the Pandora Gallery via one of the following means:

Post:	Pandora Gallery P O Box 106 COOLAH NSW 2843	In Person:	Pandora Gallery 57 Binnia St Coolah NSW 2843
Enquiries to:	Pandora Gallery Chairperson Nellie Esdaile Phone: 02 6377 4639	Email:	chatcoolah@gmail.com

EXHIBITOR CHECKLIST - The following is provided to assist you with planning your exhibition and may not be an exhaustive list.

	Description	Completed
1	Complete and sign Exhibitors agreement and return to Pandora Gallery	
2	Plan for the installation of the exhibition. Liaise with Pandora Gallery regarding assistance required for setup and the time you need people at the Gallery on setup day	
3	At least two weeks prior to the exhibition, provide Pandora Gallery with a list detailing each work of art including the NAME, TITLE, MEDIUM and PRICE for sales catalogue	
4	At least two weeks prior to the exhibition Provide Pandora Gallery with a statement about your body of works for sales catalogue If received earlier, it can be used in media promotion.	
5	At least two weeks prior to the exhibition provide Pandora Gallery with a short CV / Bio on your history as an artist for sales catalogue. If received earlier, it can be used in media promotion.	
6	At least Provide Pandora Gallery with digital images of works to be used in ads / promotional material. Images should be high resolution suitable for printed material	
7	Arrange insurance for your art work in transit and for the duration of your exhibition at Pandora Gallery (if applicable)	
8	If Pandora Gallery is booking and creating your ad, make sure you allow at least two weeks prior to Outback Press deadline, to provide time for Pandora Gallery to book and create your ad	
9	If doing your own ad for Coolah Diary, create ad and book ad through Outback Press	
10	If doing your own ad, supply ad copy to Pandora Gallery to be used for social media, flyers etc. The sooner this is supplied, the earlier we can start promoting your exhibition	
11	Create story boards for your art work. These will need to be installed prior to the opening.	
12	Prepare your opening night talk (if you are doing it), or ensure that Pandora Gallery has enough information about you and your artwork to do the opening night speech (if applicable)	
13	Liaise with Pandora Gallery regarding assistance required with catering, manning bar, etc for Opening Night.	
14	Liaise with Pandora Gallery regarding the de-installation day, and what assistance will be required from Gallery volunteers	