

# Woolgoolga Art Group Inc

## EXHIBITOR GUIDELINES

### March 2024

Commission on sold items will be charged at the rate of 40%. There is a reduced rate to 25% for Members who have made themselves available for Desk Duty 12 times per year.

All work presented for display must be the exhibitor's original work (as a guide the work must be a minimum of 75% handmade by the exhibitor). The display of any works is at the discretion of the Committee.

#### **In-Coming Stock**

##### **Fibrecraft, cards, jewellery, wooden items etc:**

There will be a definite change of stock of these items during the 2 weeks following an exhibition opening which is usually at the beginning of each month. Anything received after the second week of the month will need to wait until after the next exhibition changeover.

Stock changes may occur from time-to-time by special arrangement with the Stock Co-ordinator.

All items coming into the Gallery must complete a STOCK SHEET for the work to be displayed. This is in addition to the two labels attached to your artwork. Stock sheets will be found in the Receiving Zone.

**NB** For items entered into Scheduled Exhibitions via Humanitix, the stock sheet is not required.

Do not place any items directly on display, even those that are 'topping up' existing items, as all incoming stock needs to be updated in the WAGPOS computer system first.

#### **Artworks:**

The current exhibition calendar, displayed on the Member's notice board, contains specific details regarding the designated days for artwork delivery for new Scheduled Exhibitions. Members will also be advised by email of due dates for stock delivery. Exhibitions open to members and non-members will also be publicised more broadly across the community.

Woolgoolga Art Gallery is *not responsible for damages that may occur to stock items.*

## **Labelling**

### **Fibrecraft, cards, jewellery, wooden items etc:**

Exhibitors must complete two labels which are supplied by the Gallery showing the item description/name, the exhibitor's name and code and the price of the item. One label is to be attached to the item when it is left in the stock Receiving Zone and the other label is to be securely attached to the back of the work (where appropriate). Any item where these details are not complete or not clear, will not be displayed.

Small items and cards, books, calendars etc must have a round sticker label attached containing stock code and price.

Clothing items and other textile items may require a care label depending on application and fibre content.

Ceramic items to be used for eating or drinking need to be fit for purpose and suitable care instructions provided.

### **Artworks for Exhibitions**

Exhibition exhibitors must complete a stock sheet as well as two labels which are supplied by the Gallery showing the title or description of the item, the exhibitor's name and code, the price of the item and the medium. One label is to be attached to the item when it is left in the stock Receiving Zone and the other label is to be securely attached to the back of the work. Any item where these details are not complete or not clear, will not be displayed.

If your work requires a permit to source materials (eg beach-found items) or to produce (eg. certain types of soap), evidence that you hold the relevant permits is required.

Items are not to have any additional labels attached (this includes the artist's personal contact details).

Where labelling does not meet the Gallery guidelines, stock items may be rejected for display.

**Time Limits** Stock items may be on display for a maximum of three months at a time and after that, cannot return to the Gallery for twelve months.

An individual stock item cannot return more than twice to the Gallery.

Stock items and artworks that have exceeded their maximum time limit in the Gallery will be placed in the Collection Zone and Members will be notified to collect them. Collection of items must be within a week of notification. This will minimise the risk of damage to the art work.

## Standards of Presentation of Stock Items

- All framed artworks presented for display must be framed to a professional standard and must be at least 25 x 30cm
- Small diptychs and triptychs can either be mounted in a single frame or if separately framed, the frames should be joined securely by chain or similar
- All frames and hanging equipment must be secure and adequate for the weight of the work
- Paintings will only be accepted if they are hung with D ring hangers secured into the frame (screw eyes will be accepted if D ring hangers are not available)
- Only good quality hanging wire or framing cord going straight across the back of the work will be accepted (**therefore no staples, nails, thread, string or other cord**)
- Store bought frames will be accepted provided that D ring hangers and wire/framing cord have been added
- The backing board must be neatly secured to the frame
- Unframed works, no more than 2, must be matt mounted and presented in cellophane sleeves to be displayed in a wire rack
- Items shall be clean and well-assembled. Faded, soiled or damaged items will be rejected
- Toys for children under 3 years need to comply with the current Child Safety Standards for New South Wales
- No commercial names are allowed on works displayed in the Gallery.
- Members works shall be inspected periodically to ensure standards are met. Work deemed by the Committee not to meet the standards may be removed

## Computer Stock Entry and Search Codes

Stock will be entered into the computer system and allocated a Search Code by the Stock Coordinator or another designated person. There is no option to do this yourself.

All stock items entered by the system, will have an exhibitor code which is the combination of the first 4 letters of your name followed by a number which is allocated by the system.

Where possible the Stock Coordinator will use the same code for similar items that are to be sold at the same price.

For example, if an exhibitor has 4 beanies @ \$10 each, then each beanie would be labelled with the same code, say JOHN-0001. The same exhibitor has 2 pottery vases @ \$10 each then the code for all the vases would be JOHN-0002, note the different number to the beanie code.

When a stock item is sold, the item will be cleared from WAGPOS at the point of sale. Unsold items will be cleared from WAGPOS by the Stock Coordinator.

### **INDIVIDUAL CATEGORY LIMITS**

**NB** At the discretion of the Exhibition Coordinator limits may be increased depending on space availability in the Gallery.

Artworks and Wall Hung Items: 2 framed (ready to hang)  
2 unframed (matted)

No single artwork is to be greater than 1 square metre.

Any works that would usually be hung on the wall, including but not limited to paintings, drawings, photographs, textile wall hangings or art quilts, mixed media works, wall hung glass, timber or metal work, etc. multiple items sold as a single unit (e.g. diptych) will count as one item.

#### **Cards: 20**

Cards of any size or card packs will count as one item.

#### **Souvenirs: 20** (bookmarks, coasters, magnets etc)

Items sold as a pack will sell as one item.

#### **Books, calendars, journals: 5**

#### **Ceramics: 10**

Handmade pottery or ceramic items, hand-decorated pottery, porcelain or ceramic items. Items that are designed for wall display will follow the Artworks and Wall Hung Items limits.

#### **Jewellery: 20**

Any and all items, from any material, designed to be worn on the human body.

#### **Fibrecraft: 10**

All items made from fibre, yarn or fabric, including but not limited to scarves, clothing items, soft toys and dolls, quilts and pillows. Techniques include knitting, crochet, hand embroidery, felting, sewing, etc.

Items that are designed for wall display will follow the Artworks and Wall Hung Items limits

#### **Other Sculptural Items: 10**

Anything that doesn't fit into one of the categories above, including woodwork, glass works, metal sculptures, soaps, candles, etc.

Items that are designed for wall display will follow the Artworks and Wall Hung Items limits

**Personal or Group Exhibitions**

If you are holding an individual exhibition, or are part of a group exhibition, in any area of the Gallery, you are subject to the number of artworks agreed to by the Exhibition Coordinator and approved of by the Committee.