

Terms & Conditions for Exhibitions

1. How to Apply

Read the Terms and Conditions of Exhibition. It is assumed the artist has read and accepted the terms and conditions.

Please email creative.library@northernbeaches.nsw.gov.au to begin the exhibition process. The selection of work is based on the images supplied. Please ensure images are clear and true, and of good quality.

Artist labels are mandatory for all exhibitions and will be coordinated by Northern Beaches library service. Artists must include a short artist statement (150 word limit) about each artwork for labels. There is a small fee for this service.

2. Exhibition Fees

Cabinet exhibitions = free of charge

Wall hanging space = free of charge

Artist labels = price per label (from \$4 per label + \$20 shipping)

3. Dimensions

- **Glass cabinets** - The measurements for the cabinet is 133cm wide x 38 cm deep. They have 3 levels of glass shelving in them.
- **Wall hanging space** - This space measures 370cm x 110cm in total.

EXTRA NOTES

- All 2D framed/mounted work that is to be hung must have D-Ring devices attached 3cm or 4cm below the top edge at the back of the work and must not exceed weight restriction of 20kg. Strings and cords must be removed from the back of works.
- The overall weight and dimensions must allow for easy transportation, and not exceed the carrying capacity of two average persons.

Northern Beaches Council reserves the right to reject unsuitably prepared works including wet, dangerous or delicate works.

4. Copyright

Copyright remains the property of the artist. The artist agrees, however, that supplied images of the work/s and/or photographs taken by Council of the work/s may be digitally reproduced for the following purposes:

- Northern Beaches Council website for marketing
- Northern Beaches social media channels
- Promotional posters and flyers, reports and archives relating to the Creative Library.

Northern Beaches Council will credit the artist and maintain the integrity of the work, i.e. maintain the original appearance of the image, not crop or distort the image, or overlay text or images.

5. Privacy

Personal details requested will be used for the purpose of processing registration, keeping records and establishing identity in accordance with Northern Beaches Council's Privacy Management Plan (June 2000). Access to the information is restricted to Northern Beaches Council officers and other authorised people only.

6. Exclusive Use of Space

The Creative Library is a working artist space available for drop in sessions on Monday, Wednesday and Friday. The space is available for hire in the evenings from 4pm, all day Tuesday and Thursday, and on weekends during library opening hours. Exhibiting work in the Creative Library does not provide exclusive use of the space as it is shared with other users. If you would like to hire the space to host an opening for your exhibition, please enquire with library staff. Alternatively, when the space is hired for exclusive use this will exclude the general public from viewing your artwork on exhibition.

7. Labels and Requirements for Display of Work

Each work must have an information label attached to the back of the work with the

- artist's/designer's name
- phone number
- title of work
- category into which it is entered, and
- sale price, if applicable.

8. Delivery of Work

All work must be delivered and installed on the agreed exhibition date. A family member or friend is permitted to deliver the work on artist's behalf. If your work needs to be couriered, please contact the organiser directly. Delivery and return will be at the artist's expense.

All artworks selected must remain on show for the duration of the exhibition. Generally, any packaging material must be removed from the library premises after delivery as there is limited storage on site.

9. Care and Responsibility

Northern Beaches Council will exercise all reasonable care with the works submitted but will not be responsible for any loss, theft or damage while in its custody or in transit. Insurance is the responsibility of the exhibitor.

10. Sale of Artworks

Exhibited artists may choose to sell their works. Northern Beaches Council does not deduct any commission from artwork sales and will provide prospective buyers with the direct contact details of the artists. Northern Beaches Council cannot accept or transfer any money for the sale of artworks, all sales must be directly between artist and buyer.

11. Collection of Artworks

All artworks selected must remain on show for the duration of the exhibition.

Artists must be able to collect their work from the Creative Library at Manly at the end of the agreed exhibition date, between 10am and 4pm Monday to Friday.

A family member or friend is permitted to collect the work on artist's behalf as long as the artist has notified library staff in advance.

Failure to collect work on time will incur a storage fee of \$25 per day.