



An arts and cultural initiative of the City of Burnside

EXHIBITION INFORMATION AND APPLICATION FORM

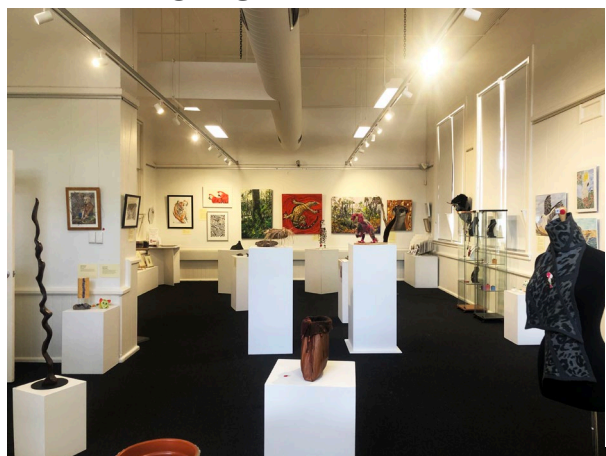


Pepper Street Arts Centre (PSAC) is a lively arts environment supporting creative endeavor and excellence, promoting arts appreciation, education and social engagement across the artistic and wider community.

Housed in an historic building, formerly the Magill Primary School, PSAC is an arts and cultural initiative funded by the City of Burnside, coordinated by a small arts team. The Centre provides a program which includes exhibitions, gift shop, art classes, volunteering, coffee shop, special projects and events.

Applications are accepted all year round. Any person or group applying for an exhibition is advised to submit well in advance of their preferred dates (minimum 6 months) due to demand. All applications are considered by a selection panel.

EXHIBITION SPACE



The main exhibition space is a large 'double classroom' size, well-lit and with double height. It has retained its heritage character while being fitted with a modern hanging system and LED exhibition spotlighting.

Measurements: 7.5 metres x 13.5 metres.

Capacity: 40-50 paintings (max) and 20 plinths (max) for 3D works, depending on dimensions/ weight.

A small number of artworks can also be displayed in the coffee shop (wall space only).

Pepper Street Arts Centre – Exhibitions, Gift Shop, Art Classes, Coffee Shop 558 Magill Rd, Magill 5072
 p: 8364 6154 e: pepperstreet@burnside.sa.gov.au www.pepperstreetartscentre.com.au www.facebook.com/PepperSt
 Open: Tues to Fri 10 am – 5 pm and Sat 12 noon – 5 pm. Centre is CLOSED for public holiday.

EXHIBITION FEE

OPTION 1:

Price \$117 **Price is subject to review and possibly change each new financial year*

- An equipped space: hanging system, display furniture and lighting
- Invitation design
- Artwork layout and hanging assistance
- Artwork pricelist
- Open hours support for exhibition visitors and sales by staff and volunteers
- Promotion including:
 - Mailout to PSAC database – hard copy and digital.
 - Pepper News article.
 - Social Media and digital information and promotion (City of Burnside website, Facebook, Instagram, Eventbrite etc.).
 - City of Burnside publications when available.

OPTION 2:

Price \$350 **Price is subject to review and possibly change each new financial year*

Option 2 includes all that is outline in option 1 plus the following:

- Launch assistance
 - Staff and volunteers with valid responsible service of alcohol (RSA) certificates for drinks service
 - Alcoholic beverages (a selection of red, white and sparkling wines maximum limit of 12 bottles provided)
 - Temporary limited liquor licence for wine only.

The fees do NOT include invitation printing, exhibition launch nibbles/food, additional beverages, or PSAC beverages more than quantity covered by fee.

CENTRE HOURS

PSAC is open Tuesday to Friday 10 am – 5 pm and Saturday 12 noon - 5 pm. Exhibition launches are usually scheduled for Friday early evening (although this can vary). Exhibition set up activity or other use by exhibiting artists is generally confined to open hours.

BOOKING DEPOSIT & FEE PAYMENT

- Artist/s will be invoiced for the full exhibition fee at the time of receiving written confirmation of their exhibition, or at an appropriate time following this confirmation.
- A 50% non-refundable deposit is required within 14 days of the invoice.
- The balance of the fee is required to be paid at least 4 weeks prior to the exhibition set up date.

INVITATIONS - Design & Printing

- Printing of hard copy invitations is optional but is a separate cost to the artist. (Design is included in the exhibition fee: a double-sided DL size invitation, full colour on 300gsm card).
- PSAC can arrange printing for which a quote at time of design is sourced. The cost to the artist depends on the quantity printed. For hard copy mailout and distribution PSAC requires minimum 300 invitations.
- The artist is welcome to use their own printer and/or to design their own invitations.
- PSAC and City of Burnside logo must be on the invitation and be proofed by staff prior to final print.
- A digital version of the invitation will be supplied upon request.

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PROMOTIONS

PSAC

- An extensive promotions strategy is applied by PSAC to all exhibitions. Refer page 1 for details.

ARTISTS

- It is assumed and expected that artists/groups are also pro-active in promoting their own exhibition.
- Wide distribution of invitations to own networks, local shopping precincts, libraries, community venues and other appropriate avenues for 'spreading the word' is essential.
- Additional advertising is advised to be considered.
- All online including social media and hardcopy advertising material must be proofed before it is posted or goes to print to ensure relevant information is correctly represented.
- PSAC staff can book and organize additional advertising, however the advertising cost will be invoiced to the artist.

COPYRIGHT

- Copyright of artworks remains with the artist. PSAC staff reserves the right to photograph and document artworks for promotional and record keeping purposes.

LAUNCH ARRANGEMENTS

(only applicable for artists/groups seeking Option 2)

- The Liquor Licence Act requires PSAC to ensure the Responsible Service of Alcohol.
- The provision of light finger food is a Responsible Service of Alcohol requirement and is the responsibility of the artist to arrange and purchase.
- The artist may supply additional beverages (excluding alcoholic spirits) if required.
- PSAC staff and volunteers provide all staff requirements including assisting with the sale of artworks and serving of drinks.

DISPLAY

- Works are to be ready for hanging (firmly attached picture wires with screws) and display, or they will be rejected.
- The PSAC has a limited amount of glass cabinets for small pieces (e.g., jewellery) of high value. It needs to be discussed with staff how many pieces will need to be displayed in a cabinet to make sure we can accommodate all work.
- Please do not code your work as PSAC has its own barcode system.
- Please label your work with your name and the title of the work, so each piece is easily identified by the gallery. However, do not include your contact details including address, phone number, email or website address as staff will be required to remove this kind of identification.
- The final number of works exhibited will depend on dimensions, specific hanging, or display requirements. Works may also be displayed in the coffee shop area outside the main gallery.
- The PSAC reserves the right to refuse work which is not considered in keeping with the style and standard presented to the selection panel with the original submission, or if the work is considered unsuitable for reasons of subject matter or legality.
- Artists are welcome to display the work in their exhibition, excluding the climbing of ladders due to WHS requirements. A WHS induction on exhibition setup and display will be required. Responsibility for the final hanging arrangement is with the PSAC staff.

ARTIST TALKS/DEMONSTRATIONS

- The PSAC provides a schedule of free informal artist talks/demonstrations which allow artists the opportunity to engage with the community in a meaningful way. These sessions benefit the community by allowing them to witness the crafting process firsthand and to gain insight into creative processes and practices of exhibiting artists. There is also great benefit to artists as the sessions create greater understanding, promotion and awareness of the artist and their arts practice.
- Artist talks/demonstrations are held on Saturday afternoons between 2 pm – 4 pm during the exhibition period.
- There is an expectation that artists will commit to the provision of at least one session during the period of their exhibition.

SALES

- A **commission of 33% (includes GST)** is retained by the PSAC from each sale.
- A **buyer** is required to pay a non-refundable deposit of 25%. Full payment by exhibition close.
- For any **incomplete sales** of exhibition items, the artist receives the part payment(s), less the 33% commission (includes GST). ***All efforts are made to ensure a complete sale.***
- **Completed sales.** Payment for all items sold within a calendar month, will be paid by the end of the following month.
- **GST:** It is the artist's responsibility to be aware of the issues and the ramifications of being a 'hobbyist' possessing or not possessing an ABN or issues with the claiming or charging of the GST on their work.

INSURANCE

- Theft by burglary is covered **ONLY**. Shoplifting and breakage is not covered by the City of Burnside.



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EXHIBITION APPLICATION for the PSAC Selection Panel

Title of Proposed Exhibition	
Exhibition Fee Option (please tick one of the option boxes)	
Option 1 \$117 <input type="checkbox"/>	Option 2 \$350 <input type="checkbox"/>
No Launch	Launch Required
Preferred month/year (in order of preference)	
1.	
2.	
3.	
Description of each artwork being submitted should include details such as the following (please attach your artwork descriptions to this form if you need more room than the space below): <u>Example:</u> Medium, components (if applicable, e.g., jewellery, textiles etc), selling price guide (allow for 33% commission), any specific display requirements: (e.g., wide berth around artwork; high stability etc) and size (approx. – if photo).	
Artist/s Talks and Demonstrations PSAC actively encourages artists to host talks and/or demonstrations on the weekends of their exhibitions. Artist talks provide an entry point for people unfamiliar with the medium or subject matter of the exhibition to gain a greater appreciation for the work. While additional sales cannot be guaranteed this is an opportunity for increased exposure.	
Available for artist floor talk/demonstration Yes/No (please circle). If 'No', please elaborate on the reason. We may be able to assist you.	

Name	
Residential Address	Postal Address (if different to residential)
Phone	Council area in which you live/group meets
Email	
Title of Proposed Exhibition	
Key Contact Person (if a group): Name, phone number, email if different from above	
How were you made aware of PSAC? (Please tick as applicable your first awareness): <input type="checkbox"/> Burnside website/Pepper Street Arts Centre web pages <input type="checkbox"/> Facebook <input type="checkbox"/> Instagram <input type="checkbox"/> Email alert <input type="checkbox"/> Friend <input type="checkbox"/> Other _____	
<u>Application Checklist</u> <input type="checkbox"/> Completed application form <input type="checkbox"/> Artist statement/s or CV (maximum one page) <input type="checkbox"/> Samples of work to be exhibited and supporting photos (if applicable, not compulsory). <p>It is advised that a phone conversation with the PSAC Exhibitions and Community Arts Officer occurs prior to submitting your application. You will be contacted by phone regarding the outcome of your submission as soon as practicable after each monthly meeting of the selection panel, generally within 24 to 48 hours afterwards.</p> <p><u>Enquiries:</u> Exhibitions & Community Arts Officer, Pepper Street Arts Centre Tel: 8364 6154 or email pepperstreet@burnside.sa.gov.au</p>	