

ARTWORK DISPLAY PROGRAM

Atrium Information and Application Form

Background Information

The space is predominately suited to 2D art. 3D works are considered but cannot be guaranteed.

Objectives

- To provide a facility for community groups, schools, not-for-profit organisations, local Burnside hobbyist and emerging artists, clubs, societies, and charities to showcase their artwork.
- To foster an appreciation of the arts and creative expression within the Burnside community.
- To provide a venue for local groups involved in cultural activities to showcase their programs (usually a static display).
- To encourage emerging artists and young people to participate, gain skills and develop an awareness and appreciation of the Arts as creative expression.
- To support Council programs and/or celebrations.

Atrium Space Features

Located next to the customer service desk, the Atrium is an area with natural light and a welcoming ambience. It is fitted out with an aluminium track hanging system which holds nylon cable assemblies and cast alloy adjustable picture hooks. The space is air-conditioned and has a security system that is centrally monitored. Please keep in mind that the Atrium space is used for a range of purposes including Council customer service, meetings, enquiries and other activities.

Exhibition program criteria:

To be eligible, exhibitors must:

- a) Be a local community group, school, not-for-profit organisation, artist, club, society or charity.
- b) Raise awareness of local arts and cultural pursuits.
- c) Be directly related to council programs/celebrations.

Display Cost – Wall Hire

Community groups, schools, not-for-profit organisations and Burnside resident/community artists	\$56.00*
Non-Burnside resident artists/groups	\$111.00*

*Price is subject to change across the financial year.

*An invoice will be provided for payment, which is to be paid 2 months prior to the set-up date.

Atrium Open Hours

Monday to Friday 8.30 am – 5 pm

The Atrium space is closed on Saturdays, Sundays & Public Holidays.

How to Apply

- Initial enquiries should be referred to the Exhibitions and Community Arts Officer via email communityarts@burnside.sa.gov.au or telephone [8364 6154](tel:83646154) (Tuesday to Friday).
- The attached application form must be filled out and returned to the Exhibitions and Community Arts Officer via post or email.
- Any person or group applying for an exhibition is advised to submit the application well in advance (minimum 6 months if possible) of the requested date, due to demand.
- Exhibiting artists must include a digital photograph file or hard copy disk and a detailed description of the intended body of artwork to be displayed.

PLEASE NOTE: each application will be judged according to the criteria and priority will be given to Burnside community groups and residents. The Burnside Community Arts team will make the final decision based on the aims and objectives of the program being in the best interest of the community. Exhibiting in one year does not guarantee a place in the following year of exhibition programs. Repeat exhibitors are required to resubmit to secure subsequent exhibitions.

Display Conditions and Suitability of Artwork for Public Display

- The space is suitable for display of 2D artworks including painting, printmaking, photography, mosaics, drawing, pastels, etc.
- As the Atrium is a public space the subject matter or content of the work needs to be carefully considered. It is for this reason that it is not appropriate for artwork to contain subject matter that is of an overtly sexual, political, religious, or violent nature. Examples of the type of artwork intended to be exhibited needs to be viewed and approved for subject matter suitability by the Exhibitions and Community Arts Officer, prior to the setup. This can be done via email or through the presentation of a portfolio.
- If the artwork to be displayed is excessively large or heavy, it needs to be discussed with the Exhibitions and Community Arts Officer about whether the work can be accommodated.
- Due to the public thoroughfare nature of the space, please note the area cannot be dominated by artworks. The Atrium space is used for a range of purposes including Council customer service, meetings, enquiries and other activities. Therefore, please keep in mind that the area cannot be overcrowded with artworks or display stands, for Workplace Health and Safety reasons. If artworks are an obstruction or safety hazard, then they will not be able to be included. The importance of space safety needs to consider others.
- Exhibitors are required to lay out the artwork in the space ready for hanging and display, within the designated display areas ONLY. Due to Work Health and Safety requirements the City of Burnside provides a contractor to hang the artwork, and this is arranged by Council staff at least 4 weeks prior to the exhibition setup date.
- The first two hours of the contractor's time is included in the fee paid. Additional time will be the responsibility of the exhibitor, payable on invoice.

RECOMMENDED FORMAT OF SIGNAGE

Title: Sunset Artist: Jane Doe Price: \$100 Purchase Enquiries: Joe Bloggs PH: 8888 8888 Email: joe.bloggs@gmail.com
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We recommend providing signage next to each artwork with the title of the work, price, and contact details of person responsible for sales.

These can be easily blue-tacked to the walls.

Catalogues are not recommended.

Price lists are to be compiled by the exhibitor/s and photocopied at their expense. Council is unable to provide photocopying, stationery or other materials to the exhibitor/s.

Insurance

- Theft by burglary is covered ONLY. Shoplifting and breakage is not covered by Council.
- Should an incident occur which is directly attributable to the actions/inactions of the hirer, the City of Burnside may seek recovery of insurance excess. Please speak to the Exhibitions and Community Arts Officer prior to applying if you will seek brokered insurance.

Complaint Procedure

If a complaint is received about a piece of work which is considered offensive or a concern to members of the public during an exhibition it will be removed or covered.

Promotional Tips

- Invitations, mail-outs and all other promotional activities are to be organised and paid for by the exhibitors.
- Exhibitors/groups are encouraged to consider advertising at their own cost.
- All advertising material needs to be proofed by the Exhibitions and Community Arts Officer before it goes to print.

Posters

- 4 posters (A3 size) will be printed by the Council for placement in a sandwich board and wall mounted snapper frame. Please send a digital image to the Exhibitions and Community Arts Officer at least two weeks before the exhibition.

Advertising Banners

- Advertising banners of any kind are not to be erected on council property under any circumstances unless done so by council staff and with prior approval of council. There are areas on the corner of Portrush Road and Greenhill Road where outdoor banners can be erected. Application for approval can be sought by completing an 'Application for Banner Booking' form available on the City of Burnside website or by contacting Customer Service Staff on 8366 4200. The exhibitor/s need to provide their own banners in the correct dimensions. Failure to comply with these conditions may result in financial penalty in keeping with Council's By-Laws.

Sales

- A 15% commission on sales is applicable to all artworks, for which an invoice will be sent to the hiring artist/group at the closure of the exhibition.
- No commission on the sale of artworks applies to schools and not for profit organisations.
- The exhibitors/group is responsible for managing the sale of artworks. All dealings with purchasers including payment and collection of sold works are the responsibility of the exhibitor.

Any enquiries or questions about booking this space should be directed to:

Enquiries: Community Arts
Exhibitions and Community Arts Officer
Pepper Street Arts Centre
558 Magill Road, Magill, SA 5072
PH: 8364 6154
Email: communityarts@burnside.sa.gov.au
Tuesday to Friday 10 am – 5 pm

ATRIUM EXHIBITION APPLICATION FORM

Name:	
Address:	Phone: Mobile:
Email:	
Date:	
Describe your self/ group and your connection to Burnside Council:	
Title of Proposed Exhibition:	
Concept/theme please provide a comprehensive outline (attach one page summary if required):	
Description of work to be exhibited: Medium: Size (approx.): Number of works (approx.): Method of presentation in exhibition (e.g., wall mounted, framed):	

Preferred month and year (in order of preference)

- 1.
- 2.
- 3.

Have you exhibited in the Atrium previously? Yes / No

How were you made aware of the Atrium display area?

Local Media (please circle)

- City of Burnside website
- Social Media
- Friend
- Other _____

Please outline how your exhibition will benefit the local Burnside community

Please return your completed application form via email.

A staff member will contact you regarding the success of your application. We will endeavour to do this as soon as we are able, however please allow for some delay of two months.