



**2026**

## **Conditions & Guidelines for exhibition at East Gippsland Art Gallery**

The following conditions and guidelines apply to exhibitions at EGAG  
**The Exhibitor is expected to read the conditions carefully prior to application.**

All inquiries and correspondence addressed to:  
Crystal Stubbs  
Gallery Director  
East Gippsland Art Gallery  
2 Nicholson Street, BAIRNSDALE 3875

T: (03) 5153 1988 Email: [admin@eastgippslandartgallery.org.au](mailto:admin@eastgippslandartgallery.org.au)

There are 2 stages for an exhibition application:

1. Submit completed Application to Exhibit for consideration by staff.
2. A successful Applicant will be notified of acceptance and sent Agreement which is to be returned to EGAG.

### **Application to Exhibit**

- Application must include:
  - ☐ Exhibition proposal application form
  - ☐ Exhibition description and Artist Bio [max 1 A4 page]
  - ☐ 2 Images of artist's work.
  - ☐ Community groups to provide details of their group, its aims and activities and a list of participating members with a brief description and images of their artwork.

### **Successful Applicants**

- Applicants will be advised if accepted and an Exhibition Agreement will be issued.
- If application is not successful, the decision is considered final and no correspondence will be entered into.

# Fees

- West Gallery only: \$1,100 per 5 weeks
- East Gallery only: \$950 per 5 weeks
- Both galleries: \$1,840 per 5 weeks
- Group exhibitions with greater than 8 participants: \$2,200 per 5 weeks (Additional fee to cover extra administration costs)
- **Deposit**
  - An invoice for half the total amount of Exhibition Fees will be issued.
  - Return of the signed Agreement will confirm booking.
  - Deposit is not refundable if exhibition is cancelled – see below.
- **All remaining fees are due and payable 30 days prior to exhibition opening.**
- **Cancellation or failure to exhibit as agreed**
  - Full Exhibition Fees will be charged if an exhibition does not open on time or continue for the duration specified in the Agreement.
  - Deposit will be forfeited if exhibition is cancelled within 16 weeks or less of requested exhibition dates.
  - EGAG may cancel an exhibition (with no refund of any fees paid) if the content or visual style of the work presented for exhibition differs from that proposed in the Application to Exhibit.
- An exhibition period runs from 10am Friday (week of opening) to 2pm Saturday on the final exhibition day.
  - Installation commences Tuesday prior to opening.
  - Artwork is taken down 10am on the Tuesday after the exhibition has closed.
- EGAG staff are in attendance Tuesday to Friday 10am to 4pm and Volunteers are in attendance Saturday 10am to 2pm.
  - EGAG is not open Sunday and Monday or Public Holidays.

## Authorship and Originality of Work

- All works to be exhibited must be the original work of the artist(s).
- Copyright issues related to a work, or elements within a work, must be considered by the artist before exhibiting work at EGAG. EGAG will assume no legal responsibility in cases of copyright dispute.
- **All artworks are to be clearly labeled on the back with name, title, medium and retail price (please keep in mind that East Gippsland Art Gallery takes 20% commission for gallery members and 30% commission for non-gallery members),**

## Installation

- EGAG staff will be responsible for the final selection of works to be included in the exhibition as well as their placement.
  - EGAG reserves the right to refuse works at the time of installation.
- Works to be delivered to EGAG will be advised prior to exhibition date.
- Artworks to be delivered ready to hang:
  - D rings are the preferred method of hanging.
  - Clip frames will not be accepted.
  - Heavy works need to be discussed with staff prior to installation.
  - It is the responsibility of the Exhibitor to check compatibility of hanging facilities.
  - Artworks presented without adequate and compatible hanging devices will not be accepted.
- Sculpture to be delivered ready to display without the need for special fixtures or fittings.
  - Any special display requirements are to be discussed with staff prior to installation.
  - Any non-standard display requirements are to be provided at the expense of the Exhibitor.
  - Unstable sculpture will not be accepted.
- Artworks not in good condition or poorly constructed when delivered to EGAG may be excluded from the exhibition.
- Artworks must be free from insect or mold infestation.
- Once installed, works will not be removed from the exhibition unless:
  - The exhibition has been promoted as 'works sold off the wall'.
  - In the case of damaged artworks, or artworks in danger of damage.
  - Artworks are representing a danger to exhibition visitors.

## Insurance

- The Exhibitor is responsible for insurance cover for artworks while in transit to and from EGAG.
- EGAG does not provide insurance cover for artworks during transit.
- EGAG will not be responsible for any damage to artwork before and after the exhibition.
  - In signing the Agreement, the Exhibitor accepts these conditions.

## 2.5 Sales and Commission

- **30% commission is applicable** on artworks sold
- Artists will provide a completed consignment note or EGAG Delivery Form with retail prices outlined. Please be aware the applicable EGAG commission will be deducted from your retail price.
- All artworks in the exhibition will be sold through EGAG.
- EGAG will pay the Artist, providing all purchases have been paid in full within 60 days of exhibition.
- Merchandise associated with the exhibition, other than artwork on display in exhibition:
  - All merchandising must be discussed and agreed upon by EGAG staff.
  - Any merchandise will attract a commission at a formula rate of 30%
- Artworks that require orders to be taken or other multiple variants will be considered merchandising and commission will apply.

## **2.6 East Gippsland Art Gallery's Promotion**

### **Promotional and printed material**

- EGAG is responsible for media articles, invitations, catalogues and promotional materials unless other arrangements have been agreed to.
  - EGAG will provide media releases in both print and online through website listings, social media and our database of over 600 members and subscribers.
    - EGAG requires 4 high resolution images that represent the range of work to be exhibited at least 3 months prior to exhibition. EGAG reserves the right to reproduce the artwork/s or parts thereof for the purpose of publicity and promotion, on its website or for archival reference.
    - Images are to be supplied electronically and clearly labeled with artist(s) name, title, media, size and date.
    - An artist statement about the artworks and brief bio is to be supplied 3 months prior to exhibition.
- (Please refer to your exhibition timeline for exact dates and details – Email to [projects@eastgippslandartgallery.org.au](mailto:projects@eastgippslandartgallery.org.au))
- EGAG produces an exhibition calendar in January and July. Images for inclusion in the calendar will be required in April or October.
  - Catalogue
    - East Gippsland Art Gallery will produce Artwork labeling.
    - EGAG is to be provided with a full catalogue list as a word document for its records. This needs to have Artist name, Title of Artwork, Retail Price, Medium and a statement about the work for EGAG to print catalogue and wall labels.
    - The Exhibitor will allow staff to photograph or film the exhibition for printed, web promotion or television news purposes.

### **Opening function – 5.30pm to 7.00pm Friday**

- Food and wine will be prepared by EGAG and served in accordance with all relevant safe food handling guidelines.

## **2.7 Collection of artworks**

- Exhibitors are to collect artworks between 12 noon and 4pm on the Tuesday after the Saturday completion date.
- EGAG has no secure storage facility and it is in the Exhibitors interest to collect their work promptly.