

Box Hill Community Arts Centre

Exhibition Expression of Interest 2021

Exhibition Dates: July – December 2021



Welcome Swallows, photograph by James Carmichael.

Box Hill Community Arts Centre

470 Station Street

Box Hill VIC 3128

Phone: 9895 8888

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Web: www.bhcac.com.au



BOX HILL
COMMUNITY
ARTS CENTRE

Box Hill Community Arts Centre (BHCAC) is an artistic and cultural hub located within the City of Whitehorse, Box Hill, Victoria, Australia.

Home to a wide variety of local arts and community groups, the Centre is a meeting place where people from all walks of life can come together to experience and enjoy art. The gallery is open Monday – Friday during office hours and admission is free. Weekend gallery hours vary. The Alcove Art Shop, adjacent to the gallery, is able to handle sales from exhibitions.

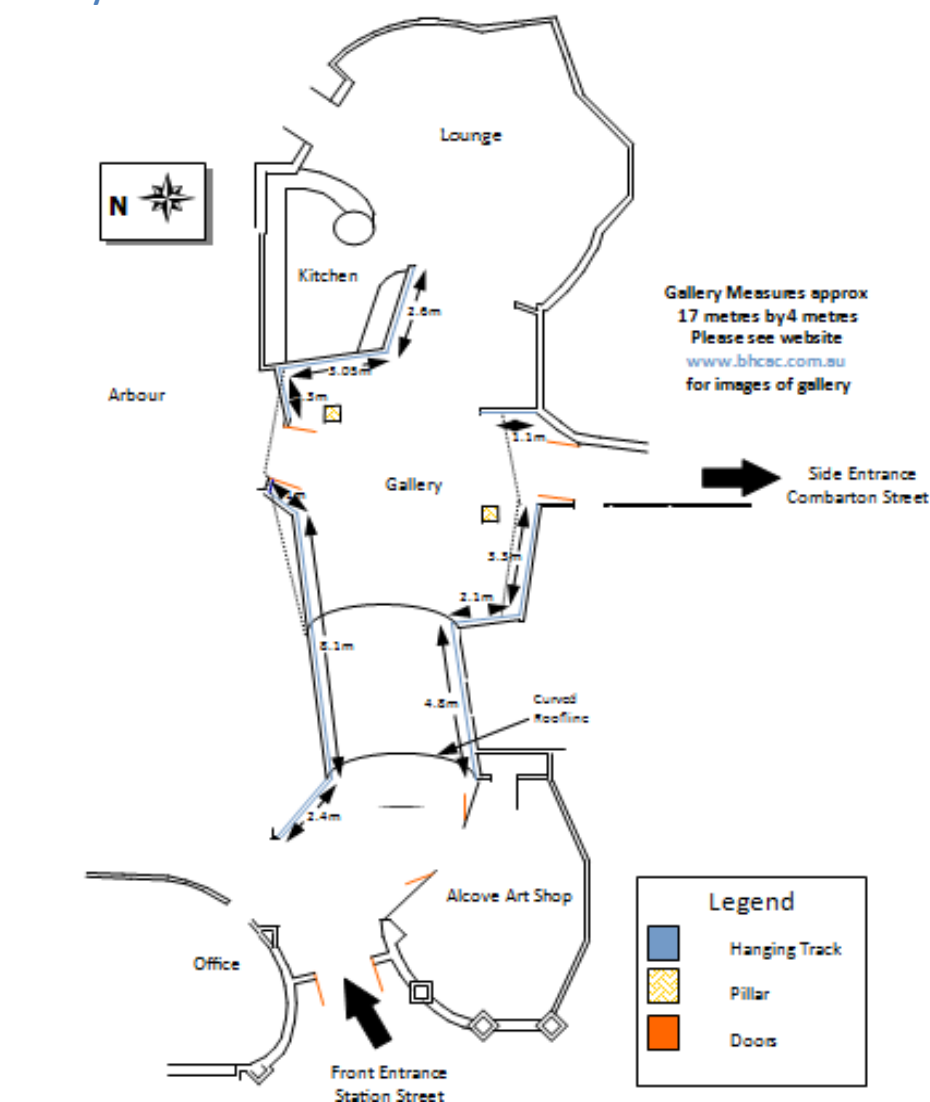
**BHCAC invites applications from artists to exhibit
within our professional public gallery in from July - December 2021.
Please complete and return the attached form or visit www.bhcac.com.au to
submit an electronic application.
Applications close on 29 January 2021.**

BHCAC encourages exhibitions that:

- Promote and support traditional and contemporary art forms
- Explore new ideas and techniques
- Support emerging artists
- Showcase the practice of both mid-career and established artists
- Tell a story, relate a message and encourage conversations around current social community issues
- Promote social inclusion and cultural diversity
- Support local, state and interstate artists



Gallery Dimensions



Gallery Hire Costs

All exhibition bookings are for two weeks. Hire cost of the gallery is \$860 per fortnight (GST inclusive). The hire fee includes a two-hour exhibition opening in the lounge/kitchen (time and date subject to availability). Fee includes design and printing of 30 invitations (extra copies can be organised on request at an additional cost).

A bond of \$110 is required on confirmation of all exhibitions. Bond will be retained for all exhibitions cancelled less than three months prior to the set up dates. Bookings cancelled with less than one month's notice will be invoiced for the full cost of the exhibition.

A public liability fee of \$50 applies for individuals/groups that do not have their own public liability insurance.

Exhibition Package

Hire of the gallery includes access to the following:

- Installation guidance, if required
- A variety of plinths
- Five glass display cabinets of varying sizes
- Hanging tracks, wires and hooks, magnetic hanging system for works on paper
- Design and printing of 30 exhibition invitations

- Lounge/kitchen area for use on opening night, equipped with:
 - Café style seating and tables for approximately 40 people
 - Microwave, oven, fridge, crockery
 - Open fireplace
 - Small PA system and a TV/DVD/video.

Promotion

As part of the exhibition package, BHCAC will promote the event in a number of print and online communications including:

- Whitehorse News (Whitehorse City Council's monthly newspaper that is distributed to 61,000 households)
- BHCAC's website, eNews, Facebook and Instagram
- Art publications, including Art Almanac
- A variety of free public listing media.

Exhibitors' Responsibilities

Exhibitors must fulfil the following responsibilities:

- Adhere to BHCAC's Conditions of Hire
- Set up on a Monday. Pack up on a Sunday or Monday morning
- Provide insurance to cover damage or theft of artworks on display or in transit to and from BHCAC
- Provide public liability insurance to cover you and/or members of your group while undertaking activities within BHCAC. A certificate of currency must be provided
- Deliver, hang and/or assemble the exhibition on the arranged dates/times, ensuring that no changes are made to fixed structures (no nails, hooks etc. are to be used. Costs related to repairing any damage will be charged to the exhibitor)
- Accept that invitations must be designed in-house by BHCAC
- Provide a media release and print quality digital images on confirmation of your exhibition to assist with promotion
- Provide a catalogue of items to be exhibited, including name of work, name of artist, medium, sale price and any other relevant details
- Produce labels for artworks using BHCAC template
- Ensure any items sold remain on display for the duration of the exhibition
- Supervise the exhibition during operating hours, unless arrangements are made with the Alcove Art Shop – BHCAC takes no responsibility for work left unattended
- Negotiate with BHCAC staff regarding opening event dates and times (no Friday or Saturday nights)
- Provide all food and beverages for the exhibition opening
- Ensure the gallery and lounge/kitchen area are left in a clean and tidy state after exhibition opening
- Dismantle the exhibition on due date and time and ensure gallery is clean and restored to its original condition
- Return all equipment used to the BHCAC office

Management reserves the right to:

- Refuse to display work that they deem to be offensive
- Refuse to display work that is deemed unsuitable to display due to health and safety reasons
- Make final curatorial decisions on all exhibitions.



Box Hill Community Arts Centre Exhibition Expression of Interest Form 2021

All information must be completed to be considered. Visit www.bhcac.com.au to submit an electronic application.

Contact Details

Name of Organisation/Individual: _____

Primary Contact Person: _____

Postal address: _____

Email: _____

Website: _____

Telephone: B/H _____ A/H _____ Mobile _____

Exhibition Details

Title of Exhibition: _____

Number of artists exhibiting work: _____

Preferred month: _____

Website (or email 3 images): _____

Type of artwork to be exhibited (theme, style, medium):

Please note

Completing this form does not guarantee an exhibition. Applications will be prioritised according to two main criteria:

- Strong evidence the exhibition is aligned with Whitehorse City Council's Art and Cultural Strategy.
- A 'first in' basis. BHCAC cannot accept responsibility for late applications.
- The exhibition may be altered or cancelled at any time due to COVID-19 regulations.

Closing date for Expressions of Interest is 29 January 2021. Please return to:

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