



Located in the award-winning Box Hill Community Arts Centre (BHCAC) building, the light-filled gallery comes equipped with a hanging system, display cabinets, professional lighting and an adjoining lounge /kitchen area.

The gallery is open seven days a week from 9am-5pm weekdays (closed on public holidays). Operating hours can be extended to 10.30pm during week days (by arrangement) and weekend opening hours can vary. Admission to the gallery is free. Approximately 1600 people pass through BHCAC on a weekly basis.

The gallery is wheelchair accessible and there are 25 spaces in BHCAC's car park on the corner of Station and Combarton Streets. There is a bus stop outside BHCAC and Box Hill train station is a 10-minute walk away.

**BHCAC's exhibition objectives are to:**

- promote and support traditional and contemporary arts and culture in the City of Whitehorse
- provide exhibition opportunities for arts and crafts groups in the City of Whitehorse
- support emerging and practising artists
- promote social inclusion and cultural diversity
- support exhibitions that encourage discussion surrounding current social and community issues.



**Gallery Hire Costs**

All exhibition bookings are for two weeks. Hire cost of the gallery is \$820 per fortnight (GST inclusive). The hire fee includes a two-hour exhibition opening in the lounge/kitchen area (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 \$110 bond is required on confirmation of all exhibitions. Bond will be retained for all exhibitions cancelled less than three months prior to the set up date. Bookings cancelled with less than one month 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 and pedestals
- five glass display cabinets of varying sizes
- hanging tracks, wires and hooks
- magnetic hanging system for works on paper
- lounge/kitchen area for use on opening night
- design and printing of 30 exhibition invitations
- the adjoining lounge/kitchen area is 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
- BHCAC's Courses, Exhibition and Events Program Brochure
- art publications
- a variety of free public listing media.

BHCAC encourages artists to conduct gallery talks

**Sales**

The Alcove Art Shop, adjacent to the gallery, is able to handle sales from exhibitions. Please phone the Alcove Art Shop on 9897 4400 to arrange sales at least three months prior to your exhibition.



**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)
- invitations must be designed by BHCAC
- provide a media release and print quality digital images on confirmation of or at least four weeks prior to 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.

**How to Apply**

Artists interested in exhibiting at the BHCAC gallery should complete an Exhibition Application Pack 2018. Download from [www.bhcac.com.au](http://www.bhcac.com.au), pick up one in person from the office or phone 9895 8888 to request a copy.

Exhibitions will not be confirmed until all details in the Exhibition Application Pack 2018 are completed. BHCAC will apply a selection process to all applications.