



RIVERLINKS

EXHIBITIONS IN RIVERLINKS EASTBANK FOYER

Exhibition Information and
Application Form



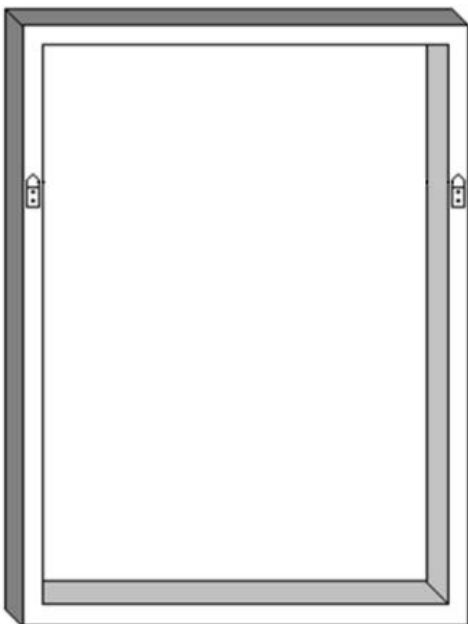
LENGTH OF EXHIBITION AND INSTALLATION

- Exhibitions are for a 6 week period and must remain in place for the duration.
- Installation and de-installation to be carried out mid week.
- Exhibition launch or official opening is usually on the day after installation. If there is an unavoidable clash with another event at the Centre, an alternative day will be arranged.
- You must provide someone to assist with both installation and de-installation.

DELIVERY AND STORAGE OF ARTWORK

- All artwork should be delivered to Riverlinks Eastbank at 9am on the day of the installation and ready to hang in accordance with specifications below. Parking is available either at the front or the rear entrances and a picture trolley is available to transport artwork from vehicle to foyer.
- Each artwork must be clearly labelled on the back with its title, corresponding to its title on the List of Artwork sheet.
- Works that are delivered late cannot be included in the exhibition.
- Artworks must be collected on the day of de-installation. There is very limited space at the Centre so we are unable to store works.

APPROPRIATE FRAMING / ATTACHMENT INSTRUCTIONS:



- D Rings are to be fixed approx. 10cm from the top.
- D Rings should be between 33mm and 55mm long.
- The weight of the artwork should not be greater than 10kg.
- There is no need for wire between the D Rings.



Examples of suitable D Rings

SUITABILITY OF ARTWORK

- Please keep in mind that the foyer space is open to all members of the public including children.
- Riverlinks management retains the right to reject artworks submitted for display if they are deemed to be offensive or unsuitable for the space. Please contact Riverlinks management if you have any questions about the suitability of your work.
- Completed artworks, including framing, that do not reflect the high standards associated with Riverlinks Eastbank will not be accepted.
- Wet work or items with electrical connection cannot be installed.
- Please ensure there is no copyright infringement of any kind.

EXHIBITION ROOM SHEET SYSTEM

- You should complete the List of Works sheet for the exhibition and email back to Riverlinks at least three weeks prior to the installation.
- Please enter all information electronically as this enables quick and accurate transfer of information.
- The Exhibition Organisers should provide a short curatorial or artist statement about the exhibition (1 or 2 paragraphs maximum) and also a short biography of the artist(s) involved (1 or 2 paragraphs maximum).
- Riverlinks will use this information to draw up a Room Sheet which will be a double sided A4 sheet that provides information about the exhibition, the artist and the works on display. Price list is printed on the reverse of the Room Sheet.
- The logos of Riverlinks and Greater Shepparton City Council should be displayed on these sheets along with any other relevant logos.
- Text will not be displayed beside each artwork however there will be a numbering system that refers to the list of works on the Room Sheet.
- These Room Sheets will be available for members of the public to pick up and take away.

WORKS FOR SALE

- Riverlinks accepts payment from members of the public for the sale of artwork.
- If you wish to offer artworks for sale, this should be indicated on the accompanying exhibition information and prices should be included. We are unable to sell unframed prints of the artworks.
- Artworks purchased must remain on display for the duration of the exhibition. We will attach small stickers beside the pictures to indicate when they have been purchased. Buyers should collect their purchase on the day of de-installation.
- To avoid double selling, please do not accept any private sale for your work during the exhibition.
- Riverlinks will retain 15% as a commission fee for sale of artwork.
- Please bring your bank account details on the installation day so we can set up an account for your picture sales payment.

EXHIBITION LAUNCH

- If you wish to hold an exhibition launch (usually on the evening of the day following installation), please confirm with us four weeks prior to the event. We will supply a staff member to supervise and a small PA system for speeches (included in the exhibition fee), however you will be responsible for catering costs. If you wish to arrange catering, we will be happy to put you in touch with our caterer.
- Launches should be limited to two hours duration. Eg. 6.00pm to 8.00pm

PUBLICITY

- You are responsible for promoting your exhibition, including the Launch if you have one. However you must include logos for Riverlinks and Greater Shepparton City Council on all promotion, including on invitations to the Exhibition Launch.
- All publicity material and media releases should be submitted to Riverlinks for approval in advance. Please forward the main (hero) image of your exhibition to Riverlinks two months in advance; this will be used on our website, social media and on the Room Sheets.
- We will place your exhibition information on the Riverlinks website and on social media however we do not undertake further promotion.

APPLICATION FORM

Name of organisation or applicant	
Contact name and position (if applicant is an organisation)	
Postal address	
Phone / mobile	
Email	

EXHIBITION DETAILS

Exhibition title			
Approximate number of artworks in exhibition		Approximate size of artworks if known	
Preferred dates			
I have read and accept the Guidelines and General Conditions for Foyer Exhibitions at Riverlinks Eastbank and attach a deposit of \$150.			
Name			
Signature		Date	

Please return or send this form to
 the Manager Riverlinks Venues,
 70 Welsford Street, SHEPPARTON 3630
manager@riverlinksvenues.com.au
Ph: (03) 5832 9865