



Exhibitor Information, Gallery Space Hire Terms and Conditions

Booking Gallery Space:

Complete online form below. Email confirmation of agreed dates, subject to availability. Exhibitor is provided with an invoice in advance and bookings are confirmed with payment.

E-Invite, Exhibition Statement and Images:

Eramboo agrees to assist artist/s to promote their exhibitions and associated public programs on the Eramboo website and social media accounts and share e-invite in a digital mailout if all required information is supplied ahead of time (minimum 3-4 weeks) as listed below:

Title, Dates of exhibition, Opening hours, Artist name/s

Exhibition Statement: This is for promotional purposes and should include a general exhibition overview, what the exhibition aims to highlight or showcase, type of work on exhibition, information about the artist/s etc. Please prepare a short version (2-3 sentences) and a longer version (around 100-200 words)

Images: Provide minimum of 2-3 images for promotional purposes (artwork images, details, artist images or working images that represent the exhibition)

Design and forward e-invite. Include opening times, dates days open, address of Eramboo, public program information, special guests.

Optional Extras: Facebook and Instagram advertising can be organised at an additional cost to the exhibitor (you choose the budget e.g. \$30-\$50).

Gallery Space:

Size:

Gallery floor space is 5.5m X 12 m

Wall Height: 2.7m

Available:

- Gallery track lighting
- Gallery hanging tracking system
- Basic kitchen & bar facilities
- Power outlets
- Plinths (various shapes and sizes)

Art Work Sales:

- Organise own payment system e.g. Square app for your phone
- Art works must remain on exhibition until the end of the exhibition period
- Sold artworks must be adequately packaged by the artist (bubble wrapped where possible) and labeled with artist name and artwork title ready for collection by the purchaser and collection organised with them by the artist.

Hirer Responsibilities, Terms and Conditions:

- Installation: Exhibitors are responsible for hanging artworks, moving plinths or pedestals. Please note: walls can't be hammered, screwed or drilled into, no adhesives or double-sided tapes can be used unless otherwise approved by Eramboo staff ahead of time, floors must be protected when moving furniture and heavy art works, electrical cables covered to prevent trip hazards.
- De-Installation: Exhibitors are responsible for repairing and cleaning walls and ceilings back to original condition, plinths must be returned to storage. Eramboo has repair materials (filler, paint, brushes, etc). Costs may be incurred if the gallery space is not returned to a good condition.
- Openings, associated functions and public programs: Exhibitor responsible for catering, alcohol and full clean up afterwards. Must adhere to Responsible Service of Alcohol and it's a non-smoking space. Under the terms of Eramboo's liquor license, alcohol may only be consumed in designated areas. Rubbish must be removed following exhibitions and functions.
- Staffing of Gallery during the exhibition: Exhibitor responsible for organising staffing of Gallery during Gallery opening hours. (If you require Eramboo staffing you could be charged \$25.00 per hour). Gallery must be attended at all times during opening hours.
- Preparation of room sheet, price list & CV's etc. Artist prepares and organises printing. Eramboo has templates available if required. Any printing costs covered by the exhibitor.
- Responsible for art work sales.
- Additional lighting and sound as required is organised by exhibitor.
- Front of house management is the responsibility of exhibitor.
- Insurance of artworks is the responsibility of exhibitor.
- Transportation of artworks to and from the gallery is the responsibility of exhibitor.
- Keeping gallery space in a clean and tidy condition during the course of your exhibition.
- Occupational Health and Safety Adherence (see Occupational Health and Safety Guidelines)
- Closing and securing building after hours (checklist in Office area)

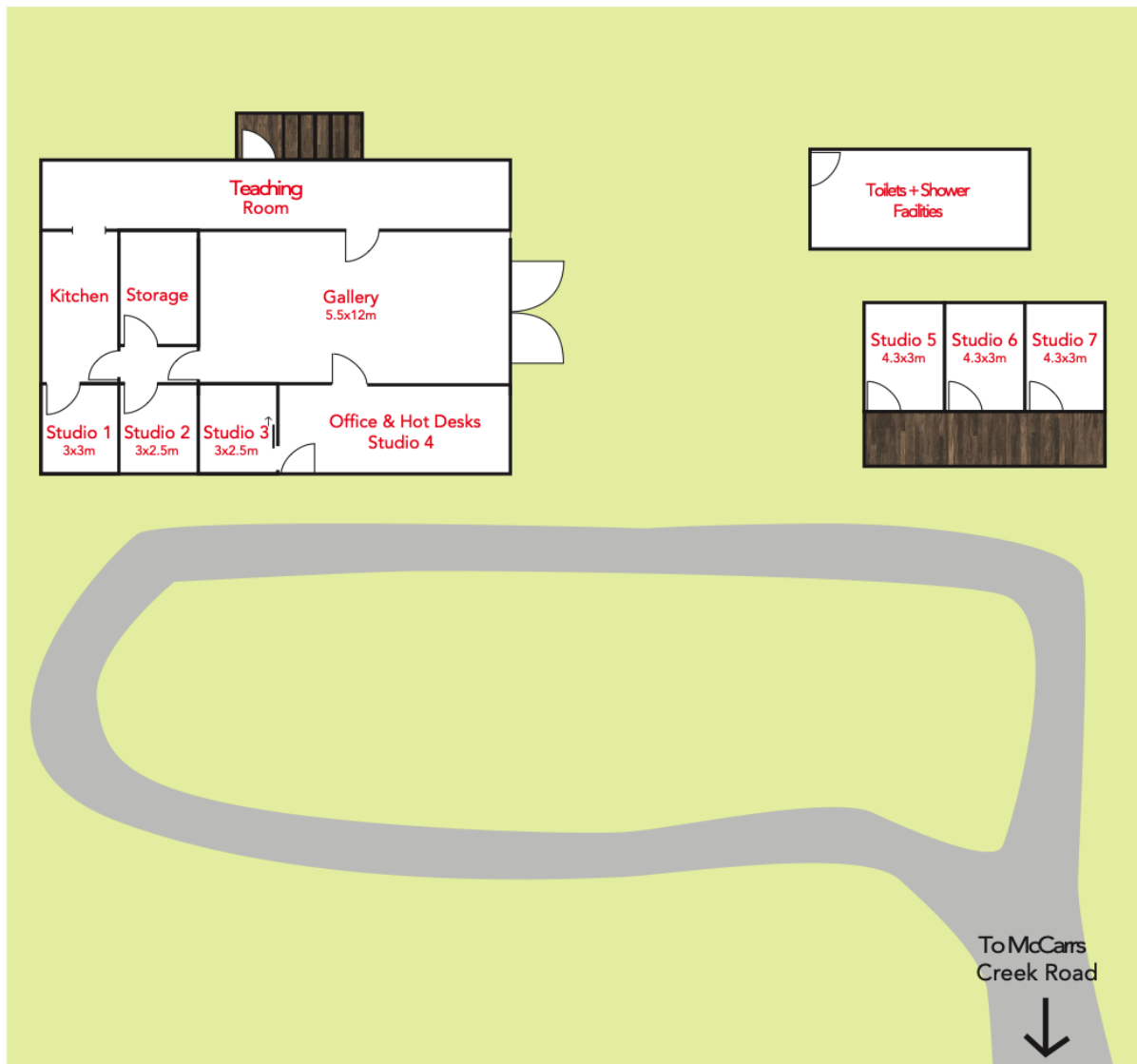
Please Contact Eramboo staff if problems occur.

Exhibition Planning Guide:

- Decide on exhibition title and aims
- Prepare exhibition statements for promotion purposes: (for newsletter, facebook, Instagram, website, e-mail outs, media release)
- Select images for promotional purposes
- Create e-invitation (title, dates, opening times, address, location, logos, who etc.)
- Decide on any public programs associated with the exhibition (workshops, talks, demonstrations)
- Promotion and publicity: Posts to your social media and distribution of e-invite through your networks, forward media release, flyers, add exhibition and events to free arts listings, organise any paid listings e.g.: Art Almanac.
- Decide on your Gallery opening hours: Currently weekends 11am-3pm but flexible
- Prepare for installation: bring tools, hanging devices and attachments, purchase hanging materials. Discuss appropriate fixing techniques with the gallery staff before commencing installation.
- Prepare Room sheet, pricelist and print copies
- Label or number art works. Print or purchase
- Wall information? Print
- CV's of artists available for viewers? Print and place in folder
- Installation (see responsibilities, terms and conditions)
- Opening function? DIY or organise staff. Catering, alcohol, cleaning. Glassware provided but cleaned by users.
- Organise staffing of Gallery during opening hours. (If you require Eramboo staffing you may be charged \$25.00 per hour)
- Public Programs: Organisation and preparation?
- De-Installation (see responsibilities, terms and conditions)

Additional Information

Please note: Eramboo retains the right to schedule talks or one-off events which will extend potential audiences. This will always be discussed by the Director/s and management of Eramboo with the hirer, and will generally take place out of normal exhibition hours. An Eramboo staff member will be present for the duration of any event to ensure the security of your artwork. These events are considered of benefit to exhibiting artists through additional exposure provided to new audiences.



General Information about Eramboo

Eramboo Artist Environment is a contemporary creative art space on the edge of a World Heritage National Park, where artists flourish and grow and where connections between art, nature and the community are created.

Eramboo is a not-for-profit arts organisation, a registered charity and in a cultural partnership with Northern Beaches Council. It is operated by a volunteer Directors board and is funded by studio hire fees, fees from gallery hire, classes, workshops, grants, donations and sponsorship.

Eramboo operates 7+ creative studios, a live-in residency program for International, Interstate and Regional artists, a gallery space and exhibition program, a Masterclass Program, art classes and creative events and a hot desk space. Eramboo arts programs include visual artists working in all media, writers, musician, public art, and performance.

Address: 304 McCarrs Creek Road, Terrey Hills, NSW 2084
Postal: PO Box 286 Terrey Hills NSW 2084
Phone: 02 9450 2550
Website: <http://www.eramboo.com.au/>
Instagram: <https://www.instagram.com/erambooart>
Facebook: <https://www.facebook.com/ErambooArtistEnvironment>
ABN 990 030 850 78
Email: info@eramboo.com

How to find Eramboo

Eramboo is situated adjacent to Ku-ring-gai Chase National Park. Drive north along Mona Vale Road towards Mona Vale, through St Ives, and turn left at McCarrs Creek Road. Turn right immediately at the round-about, and immediately left for McCarrs Creek Road. 1.2km along McCarrs Creek Road is Eramboo on the left at number 304.

OCCUPATIONAL HEALTH AND SAFETY

The gallery is a workspace both for yourself and for Eramboo staff and as such falls under all workplace legislative requirements including Disability and Discrimination Acts and the Occupational Health and Safety Act.

1.1 Occupational Health and Safety Act 2004 - SECT 24

Duties of self-employed persons to other persons:

A self-employed person must ensure, so far as is reasonably practicable, that persons are not exposed to risks to their health or safety arising from the conduct of the undertaking of the self-employed person.

How this affects you:

- i) Please discuss the safety aspects of your work with the Technical Coordinator.
- ii) Eramboo requires the nominated key holder to complete a basic orientation / induction session. The access key will be issued upon completion of this session.

Principal OH&S concern are:

- (1) Trip Hazards; such as cables, items on the floor.
- (2) Working at Heights. Although most pictures are hung at a height than can be reached easily, if you need to work at higher than 1.8 metres then you must prepare a Safe Work Method Statement.
- (3) Electrical safety Appliances must comply with electrical safety standards once they are brought onto the premises.
- (4) Hazardous substances - these may include solvents, if you bring products into the space you should ensure you have relevant, documented Materials Safety Data Sheets for each chemical.
- (5) Safe fixing of exhibition materials.

