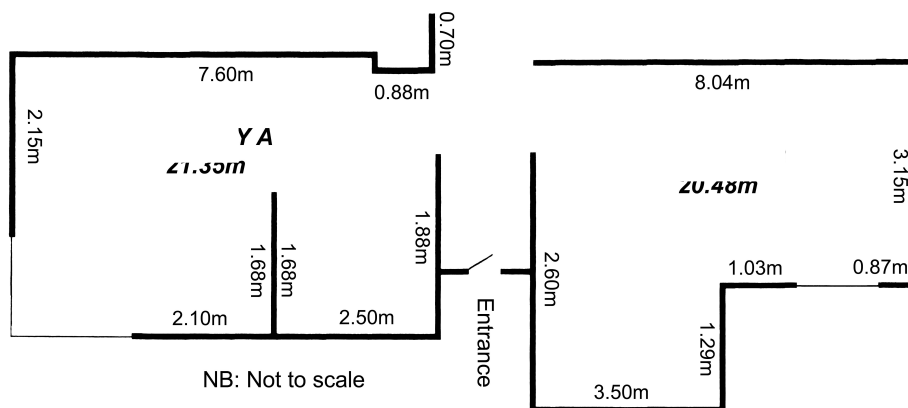


APPLICATION AND EXHIBITOR GUIDELINES

The Highway Gallery is an initiative of the Monash community. Our charter is to provide artists with an exhibition space for a wide range of original works. We cater for emerging, established artists, individuals and groups

The Exhibition:

- **Hours:** Tues-Sat 11-5, Sun 1-5
- **Installation:** After 3pm Thursday
Or 11am Friday
- **Fee:** \$780 (for 2 weeks)
- **Dismantle:** 3pm on Thursday
- **Commission:** 30%
- **Height of hanging track:** 2.50m



The Gallery:

- Supervises exhibition during office hours (Tuesdays to Fridays: 11am – 5pm)
- *Kaleidoscope Publication, Arts Life, Web Site*
- Organises media releases to local and metro newspapers
- Mail out with postage costs covered by the artist(s)
- Provides curatorial assistance if required
- Has public liability insurance
- Designs invitations, fliers and catalogues, cost covered by the artist(s)
- Creates slide shows with your music on disk – cost \$60
- Will publish 6 works on our website – cost \$60 p.a.

The Artist(s):

- Supervises own exhibition over the weekends and on public holidays
- Organises own meet the artist session to suit gallery hours
- Installs and dismantles own exhibition on nominated days and times
- Completes sales, issues receipts and collects monies while supervising
- Organises transport, packaging and insurance for own artwork
- Provides an artist's statement, C.V. and 6 images for publicity
- Maintains gallery clean at all times

The Opening:

- Friday evening or weekend during the day
- Catering for official opening: privately or through the gallery
- Kitchen facilities and glassware is provided
- Glassware to be washed and packed away

Terms and conditions for exhibiting:

- A non refundable booking deposit of \$200 is required with application form
- Rental balance must be paid eight weeks prior to exhibition date
- Adjustment for commission and payment for sold works – 2 weeks after event
- Cancellation within 6 months of exhibition will result in loss of deposit
- A \$50 charge per day applies for manning gallery on weekends by gallery staff
- The Highway Gallery is not responsible for loss or damage to work
- The Highway Gallery can not store works prior or after event
- The Highway Gallery is not responsible for uncollected works
- Invitations and publicity material must bear the gallery logo

More information: contact Beatrice during office hours (Tues-Fri: 11am to 5pm)

Return this section only with your deposit

Name:.....

Address:.....

Post Code:.....

Phone & Mobile:.....

Email:.....

Proposed exhibition date:.....

Title of exhibition:.....

Attachments: Statement.....C.V.....photos.....Disk... (please include with application)

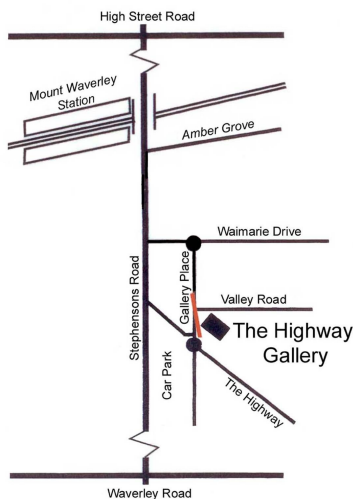
Brief description of exhibition

I have read gallery terms and conditions and agree to abide

Signed:..... date:.....

Enclosed: cheque.....money Order.....cash.....

EFPOS facilities available at gallery – Cheques made to The Highway Gallery



- close to public transport
- high profile as part of Mount Waverley shopping precinct
- adaptable exhibition space
- tracking, directional lighting
- versatile hanging system
- monitored security
- gift shop
- ample parking
- wheelchair access