

# The Highway Gallery

14 The Highway, Mount Waverley Vic 3149  
03 9807 7261

Website: [www.highwaygallery.com.au](http://www.highwaygallery.com.au)

Email: [admin@highwaygallery.com.au](mailto:admin@highwaygallery.com.au)

Gallery Hours: Tues - Sat: 11am - 5pm

Sun: 1pm - 5pm

## Exhibitor Guidelines & Application to Exhibit

*The Highway Gallery* is an initiative of the Monash community. Our Charter is to provide artists with an exhibition space for their original artworks. We cater for emerging and established artists, individuals and groups

### The Exhibition

**Hours** : Tuesday to Saturday 11-5, Sun 1-5

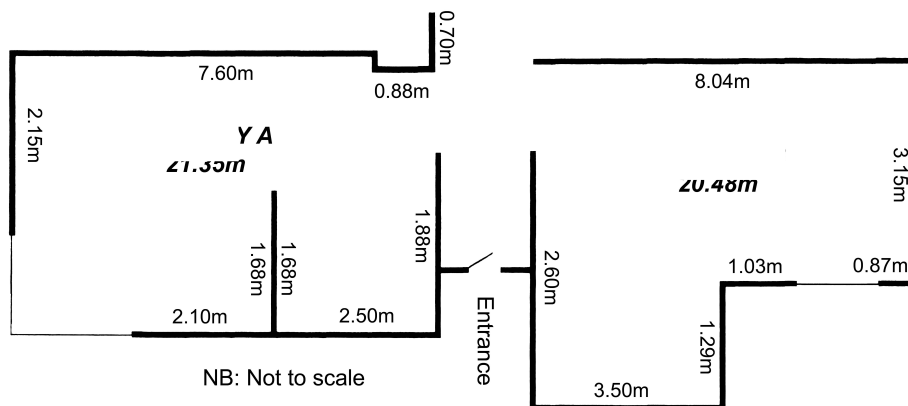
**Fees** : \$780.00 (for 2 weeks)

**Gallery Commission on Sales** : 30%

**Installation** : After 3:00 pm Thursday  
or 11:00 am Friday

**Dismantle** : 3:00 pm on Thursday

**Height of hanging track** : 2.50 metres



### The Gallery

- Supervises exhibition during office hours (Tuesdays to Fridays: 11:00 am – 5:00 pm)
- Marketing in *Kaleidoscope Magazine*, *Arts Life* and Highway Gallery website
- Organises Media Releases in local and metro newspapers
- Mail out (postage costs to be covered by the artist(s))
- Provides curatorial assistance if required
- Carries Public Liability Insurance
- Designs iExhibition Invitations, Flyers and Catalogues (costs covered by the artist(s))
- Creates slide shows with your music on disc (cost to artist(s) \$60.00)
- Will publish 6 artworks on the Highway Gallery website (cost to artist(s) \$60.00 p.a.)

### The Artist(s)

- Supervises own Exhibition over 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
- Completes sales, issues receipts and collects monies while supervising
- Organises transport, packaging and insurance for own artwork
- Maintains gallery in a clean condition at all times

# The Opening

- Friday evening or weekend during the day
- Catering for Official Opening - privately or through The Highway Gallery
- Kitchen facilities and glassware is provided
- Glassware to be washed and packed away

# Terms & Conditions for Exhibiting

- A non refundable booking deposit of \$200 is required with Application Form
- Rental balance must be paid 8 weeks prior to Exhibition date
- Adjustment for commission and payment for sold works – 2 weeks after event
- Catering for Official Opening - privately or through The Highway Gallery
- Kitchen facilities and glassware is provided
- Cancellation within 6 months of Exhibition will result in loss of Deposit
- A \$50.00 charge per day applies for manning Gallery on weekends by Gallery staff
- The Highway Gallery is not responsible for loss or damage to artwork
- The Highway Gallery cannot store works prior to or after the Event
- Kitchen facilities and glassware is provided
- The Highway Gallery is not responsible for uncollected works
- Invitations and publicity material must bear the Highway Gallery logo

For more information: contact the Director during office hours : Tues – Fri 11 am to 5 pm

Return this section only with your deposit

Name:.....

Address:.....

Post Code:.....

Phone & Mobile:.....

Email:.....

Proposed exhibition date:.....

Title of exhibition:.....

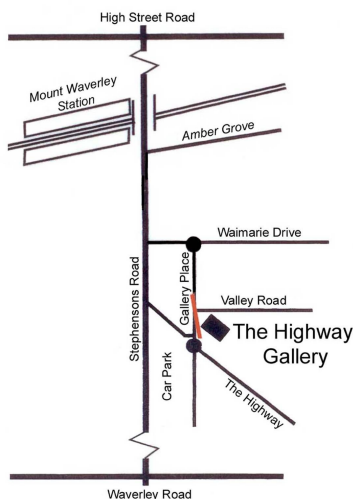
Attachments: Statement.....C.V.....photos.....Disk... (please include with application)

Brief description of exhibition .....

**I have read Highway Gallery terms and conditions and agree to abide**

Signed :..... Date :.....

Enclosed : cheque..... Money Order..... Cash.....



EFTPOS facilities available at Gallery  
Cheques are to be made payable 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