

AD SPACE: EXHIBITION TERMS AND CONDITIONS

OVERVIEW:

AD Space is run by and for UNSW A&D students and staff. It is an “artist run” space staffed and funded by Arc @ UNSW Ltd in Partnership with UNSW Art & Design. AD Space is situated on the Art & Design campus on the Ground floor of E-Block. The space encompasses not only the gallery space, but also the E-Block foyer space.

AD Space aims to provide a venue for UNSW A&D's diverse student population to explore their practice whether it be Fine Arts, Media, Design, Art Theory or curating cultural leadership. Our goal is to foster professional practices and experience in the coordination of exhibitions, and promote the variety of disciplines available at UNSW A&D. AD Space provides a forum for critical dialogue and debate, encouraging interdisciplinarity as well as experimental work.

AD Space is interested in proposals that challenge or don't necessarily fit the traditional exhibition format – performance forums, workshops and so on.

AD SPACE MANAGEMENT:

Applications are reviewed by the AD Space coordinator whose aim is to develop an exhibition program that is representative of the variety of disciplines and different experiences of students on campus.

The AD Space Coordinator is a casual member of Arc staff tasked with overseeing the safe installation and de-installation of exhibitions as well as supervising opening nights.

The Coordinator also aims to be of assistance to prospective exhibitors in terms of providing information and feedback on the application process.

AD Space is also open to students interested in learning more about the coordination and installation of exhibitions. To volunteer at AD Space email the AD Space coordinator, J.muratore@arc.unsw.edu.au.

ELIGIBILITY:

You are eligible to apply for the AD Space Exhibition Program if:

- You are a UNSW student currently enrolled in a program of study at the University of New South Wales this year, and are an active member of Arc @ UNSW Limited.

- * You are a UNSW student currently enrolled in a Postgraduate research program at the University of New South Wales this year, and are an active member of Arc @ UNSW Limited.
- You are a Staff member at UNSW Art & Design where the final course requirement of a subject You teach is an assessable exhibition. **STAFF PLEASE NOTE:** AD Space has limited amount of exhibition space available throughout the academic year. While we do our best to accommodate those with assessable course requirements it is not always possible to accommodate all exhibitions. The decision of the AD Space Coordinator is final where the exhibition program has already been confirmed.
- Only one application per exhibition is eligible for consideration.

You are ineligible to apply for the AD Space Exhibition Program if:

- You are not a UNSW student currently enrolled in a program of study at the University of New South Wales this year, and are not an active member of Arc @ UNSW Limited.
- You are not a UNSW student currently enrolled in a Postgraduate research program at the University of New South Wales this year, and are an active member of Arc @ UNSW Limited.
- You are not a Staff member at UNSW Art & Design where the final course requirement of a subject You teach is an assessable exhibition.
- You have previously held an exhibition at AD Space in the past 12 months.
- Incomplete applications will not be considered.

HOW TO APPLY FOR STUDENTS:

- Fill out the application form online and upload your support material. Please include two preferences for exhibition dates. Please note that provision of gallery minders is your responsibility.
- Write a conceptual rationale no longer than one A4 page (max characters 3000). In your rationale outline your exhibition concept and a description

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- of the works to be included.
- Include an artist's bio for each individual or collective participating in the exhibition (max. 150 words each).
- Upload Visual support material: One PDF document of images of works in the show as well as previous work, works in progress, diagrams or mock ups with full artist details. Please upload video works to an online video service provider such as Youtube or Vimeo.
- Max 10 images for solo exhibitions;
- Max 20 images for group exhibitions;
- Max 10 minutes of video. Please include links to videos in PDF.
- One PDF upload of all images and links. One image per page.
- Please note: All images must be clearly and correctly labelled with the artist's name, title, date, medium, and dimensions of the work.
- Incomplete applications will not be considered.
- The AD Space coordinator looks for structured, meaningful, conceptually considered, and aesthetically appealing proposals in an attempt to define the form and content of the resulting exhibition. Remember: You must include visual material with a conceptual rationale in support as well as individual artists' statements.
- Upload Visual support material: One PDF document of images of works in the show as well as previous work, works in progress, diagrams or mock ups with full artist details. Please upload video works to an online video service provider such as Youtube or Vimeo.
- Max 10 images for solo exhibitions; Please note: All images must be clearly and correctly labelled with the artist's name, title, date, medium, and dimensions of the work.
- Incomplete applications will not be considered.
- The AD Space coordinator looks for structured, meaningful, conceptually considered, and aesthetically appealing proposals in an attempt to define the form and content of the resulting exhibition. Remember: You must include visual material with a conceptual rationale in support as well as individual artists' statements.

HOW TO APPLY FOR FACULTY STAFF:

- Fill out the application form online and upload your support material. Please include two preferences for exhibition dates. Please note that provision of gallery minders is your responsibility.
- Write a conceptual rationale no longer than one A4 page (max characters 3000). In your rationale outline your exhibition concept and a description of the works to be included.
- Include an overview of the applicable course outline (max. 150 words), the assessment brief and the assessment criteria for the applicable task.

SELECTION CRITERIA:

- The clarity of your proposal.
- The quality and consistency of the support material provided and its ability to effectively demonstrate the aims of the proposal as well as your overall practice.
- The conceivability of the project – the scope of the proposal must be viable to produce and/or implement within the space and times frames elected in the application form.

FINANCIAL INFORMATION:

- A bond of \$200 is required to secure an exhibition at AD Space. This bond is payable upon receipt of contract when the exhibition proposal is accepted. Bonds are paid to the Arc @ UNSW A&D Manager, at the Arc office.
- All other exhibition and opening night expenses are the responsibility of the artist/s including opening night refreshments and any equipment required not normally provided by the gallery.
- The prices of works will be determined by the artist/s and will include the 25% Gallery commission and GST (where the Artist/s are registered with an ABN).

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- Arc @ UNSW grants are not available for exhibitions at AD Space.

OPEN HOURS AND MINDING:

- The gallery MUST be open during the advertised gallery opening hours. There will be no exception.
- The gallery open hours are Wednesday to Friday 11am – 6pm and Saturday 11am – 4pm.
- The exhibitor/s are responsible for minding the gallery for the duration of the show. If you are unable to mind the gallery at any particular time, please tell the AD Space Coordinator 6 weeks before your opening so we have time to find help for you. There may be a cost for minders.
- Financial penalties apply and will be taken from your bond if gallery hours are not kept.

WHAT NOW?

- AD Space Coordinator will contact You approx. Two weeks after the deadline for applications close.
- You will be contacted by email or phone with the results of your application as soon as possible after the exhibition proposal review.
- If your application is accepted, you will receive an AD Space Contract and exhibition information pack. You are required to sign the contract stating that You have read, understood and agree with the conditions of use and bond requirements. It is the exhibitor/s responsibility to ensure that the contract is signed and returned by the set deadline along with the required fees.
- If fees are not paid and the contract is not received before the set deadline, the exhibition time slot may be forfeited.

Terms and Conditions:

Before submitting your application to the AD Space Exhibition Program, please be aware that successful applicants are subject to the following terms and conditions.

GENERAL

1. You warrant that you are over the age of 18, are

legally entitled to accept these terms and conditions, and create legally binding obligations for any liability you may incur.

2. Arc requires all Participants to sign a Release & Waiver of Liability form, which releases Arc from any liability or responsibility for Your health & safety; or for any loss or damage to property; or any third party's property or persons, howsoever or when caused.

EXHIBITION:

1. Unless a variation is approved by the AD Space Coordinator or an authorised member of Arc @ UNSW Ltd, You must use exhibition solely for the purpose for which it was approved and the commencement and completion dates of Your exhibition must be adhered to. Arc @ UNSW Ltd has the right to cancel the exhibition if the exhibition is not used for the purpose for which it was offered, or if any activities are not completed within the dates specified in the contract.
2. Reasons for variation in Your exhibition over the course of it's development must be outlined in a one page document and approved upon consultation with an authorised member of Arc @ UNSW Ltd.
3. Should Your exhibition be cancelled due to reasons beyond Your control resulting in the [failure or non-completion of your original] exhibition, e.g. strikes, riots, fires, floods, explosions, natural disasters, serious accidents, acts of governments, acts of god or the public enemy, failure of transportation, epidemics, or quarantine restrictions. You may resubmit a proposal to change Your exhibition, remaining within the same dates, upon consultation with the AD Space Coordinator or an authorised member of Arc @ UNSW Ltd.
4. Should Your exhibition be cancelled due to reasons beyond Your control and the control of Arc @ UNSW Ltd, You will receive all payments made by You returned to You in full, refer to section 3. Payments, Cancellations and Refunds.
5. You may only submit one application per exhibition. In the instance where multiple applications have been submitted for an

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exhibition only one will be considered by the AD Space Coordinator.

6. Successful applicants may only exhibit the same project once at AD Space, the only exception is where a component of Your original work is included in another exhibition such as, but not limited to, the Jenny Birt award or a curated group exhibition.
7. Decisions of the AD Space Coordinator are final, so please include all relevant information in your application. You may only submit another application for the same exhibition if you are invited to. If you were unsuccessful simply due to a large number of applications in a round (limited gallery space), you may be invited to resubmit the same application. For feedback on your application you may contact: j.muratore arc.unsw.edu.au.
8. Arc shall not be responsible for or deemed to be in default by reason of delays in or failure to provide the Exhibition due to causes beyond its reasonable control e.g. strikes, fires, floods, explosions, natural disasters, serious accidents, acts of God, dis-organisation, and failure of transportation.

EXHIBITION PAYMENTS, CANCELLATIONS AND REFUNDS:

1. Once accepted into the Exhibition Program, You are required to pay to Arc an exhibition bond of \$200 which is fully refundable after the de installation of your work where there are no damages to the gallery. An acceptable standard of the gallery's condition will be determined by an authorised member of Arc @ UNSW Ltd. Arc @ UNSW Ltd reserves the right to withhold the exhibition bond in part or full if the gallery is deemed not to be of an acceptable standard by an authorised member of Arc @ UNSW Ltd.
2. The payment of bond and fees or part thereof (including deposit) is confirmation of Your intention to participate in the Exhibition Program.
3. Arc reserves the right to withhold Your full bond refund if You cancel Your exhibition within 6 weeks of Your exhibition installation date.

4. You understand and agree that should You need to cancel Your participation (or should Your placement be terminated in accordance with these terms and conditions), no refund will be given where any part of Your payment has been used to make non-refundable reservations.
5. If You wish to cancel Your placement in the Exhibition Program, You must inform Arc in writing as soon as possible.
6. You acknowledge that the Exhibition Program is subject to a range of circumstances and conditions that may not meet Your expectations and that Arc has no reasonable control over. Accordingly, Arc is under no obligation to refund any part of the costs paid by You if You are not satisfied with any aspect of the Exhibition Program irrespective of the reason.

SALE OF WORK:

1. All artwork will be processed by the AD Space coordinator, or Arc @ UNSW Art & Design manager on opening and thereafter for the duration of Your exhibition.
2. Sales Procedures will be provided by AD Space to the artist/s to assist in artwork sales for the duration of the exhibition in the absence of the Ad Space Coordinator, Arc @ UNSW A&D Manager, or an authorised member of Arc @ UNSW Ltd.
3. The price of artworks will be determined by You the artist/s and will include 25% commission and GST (if registered with an ABN) to be deducted by Arc @ UNSW.

FINANCIAL PENALTIES:

1. By signing these terms and conditions You, the exhibitor, agree to the following financial penalties in the event that one or more may occur. Penalties are subject to the discretion of an authorised member of Arc @ UNSW Ltd. See table below for list of financial penalties:

\$50 Penalty	Lost Keys
\$20 Penalty	Garbage left in the gallery – the artist/s are liable for any garbage fines incurred

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\$50 Penalty	For rubbish or anything left out the front of the gallery	institutions and individuals via it's email list and it's social media networks.
\$50 Penalty	Per wall for walls not repaired and dry by 11am Mon after exhibition de-install	2. You are also responsible for actively promoting Your exhibition, this includes social media, print and other online marketing.
\$20 penalty	For every half hour that the gallery is closed during Ad Space opening hours	3. AD Space agrees to display the marketing information provided by You to us on the Arc @ UNSW website in the lead up to and duration of Your exhibition. This information will remain in the online archive including photographs upon the completion of Your exhibition.
\$50 penalty	For the patrons not having left and gallery not being closed by the specified time and not moving on from the front of the building.	4. AD Space will produce Your exhibition room sheet with correction information provided by You.
Loss of bond	For any cancellation 12 weeks from exhibition installation date	
NOTE:	Fines or penalties incurred during an exhibition are the responsibility of the artist/s eg. Noise, rubbish, security.	

MARKETING:

1. For Your exhibition You agree to providing Arc @ UNSW Ltd with the following information for marketing purposes:
 2. A description of Your exhibition – no more than 800 characters for online use;
 3. A short description of Your exhibition – no more than 150 characters for use on websites and flyers;
 4. One high res image file for publicity (A5 300 dpi minimum for use online and in print). Full artwork details are required to be included in the file name.
 5. Any information provided by Arc about Your exhibition is given in good faith and is based on information available at the time provided by You. Where information is provided by a third party, Arc makes no warranties as to its accuracy.
1. AD Space provides limited general equipment for use during installation and throughout Your exhibition. Artists are responsible for all equipment during their exhibition. Any loss or damage beyond wear and tear will incur penalties (listed in section 3 of these terms and conditions) and may require replacement. All items are to be checked at the beginning and end of the exhibition.
 2. Additional equipment such as projector, ute or van are available for Arc @ UNSW Art & Design. These must be booked in advance to ensure availability for your exhibition (equipment loan and vehicle hire conditions apply, Please refer to Arc @ UNSW Ltd's equipment loan and vehicle hire terms and conditions).
 3. Additional equipment borrowed from any third party, including but not limited to the UNSW Art & Design campus workshops and technical support units, is the responsibility of You, the borrower, for the loan. Ad Space and Arc @ UNSW Ltd accepts no responsibility for third party loans.

EXHIBITION INSTALLATION:

1. Exhibition install will commence 11am Monday, the week of Your exhibition.
2. Installation of Your exhibition is to be discussed with the AD Space Coordinator prior to the date of installation. The Coordinator will

PUBLICITY AND PROMOTION:

1. AD Space agrees to promote Your exhibition to it's network of contacts, galleries, art

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assist in the hanging of the show to ensure a safe and professional presentation.

3. The installation will take place from 11am Monday, the week of Your exhibition. You only have two days for exhibition installation.
4. AD Space supplies limited installation equipment; please provide everything necessary to safely and securely install Your artworks.
5. Light requirements will be discussed with the AD Space Coordinator. In accordance with Work Health Safety standards and regulations, only the AD Space coordinator has permission to fix the lighting for Your exhibition.

OPENING NIGHT (END OF OPENING NIGHT)

1. All exhibitions open on Tuesday night 5-7pm only. In the event of a public holiday opening night will be discussed and organised with the AD Space Coordinator for the following Tuesday. In the event of a one week exhibition period coinciding with a public holiday You must consult with the AD Space Coordinator to arrange an alternative date.
2. It is Your responsibility to ensure that opening night guests leave the gallery and the local area in a quiet and respectful manner. There is to be no loitering outside AD Space or excessive noise during the opening and after the gallery has closed.
3. There is no smoking permitted inside AD Space or on campus. There are no exceptions.
4. No alcohol can be consumed on the street outside UNSW Art & Design campus.
5. Smoking during gallery minding and installation will only be permitted outside UNSW's Art & Design campus.
6. Congregating in the entry way of the gallery is not permitted.
7. You must exercise reasonable care to avoid and minimise damage to property or personal injury.
8. It is Your responsibility to organise refreshments,

bar, food and service.

9. AD Space does not hold a liquor license to permit the sale of alcohol on the premises. In line with responsible service of alcohol, AD Space recommends that food be served.
10. AD Space provides limited glassware, trays, bottle openers, a fridge, microwave, tables and dishwasher for exhibitions. These are located in the Arc @ UNSW Art & Design student lounge.

EXHIBITION DE-INSTALL:

1. You have Saturday after 4pm and Monday morning 9-10am to take down Your exhibition. You must consult with the AD Space Coordinator about procedures for de-install including the de install checklist.
2. If you have made extensive changes to AD Space You must allocate sufficient time for repairs. This is to be in consultation with the AD Space Coordinator.
3. You are responsible for arranging assistance, if necessary, to ensure that all repairs and removal are completed on time.
4. If doing considerable repainting You should discuss this with the AD Space Coordinator and make time to allow paint to dry before the next exhibition install. Penalties apply if these conditions are not met, refer to section 3. Financial penalties.
5. You are only permitted to use paint supplied by AD Space. In the event that You will need to purchase paint for the Gallery you will need to purchase the approved paint brand.
6. All artwork and possessions must be removed on Monday morning. There are no exceptions.
7. Any artwork, equipment or waste left at Ad Space will incur a fine, refer to section 3. Financial penalties.
8. All artwork sold must be wrapped and labelled with the artists name, title of the work, name of the purchaser and amount owing.

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9. All artworks are to be left at AD Space for collection by the purchaser. Artworks may be stored in the Arc @ UNSW Art & Design office due to limited storage space at Ad Space.

OPEN HOURS AND MINDING:

1. The Gallery must be open during the advertised gallery opening hours. There are no exceptions. Gallery open hours are Wednesday to Friday 11am – 6pm and Saturday 11am – 4pm.
2. AD Space is not open on Sunday.
3. You are responsible for minding the gallery for the duration of the show. If You are unable to mind the gallery at any particular time, You are responsible for informing the AD Space Coordinator so that Arc @ UNSW Ltd is able to organise volunteers for your exhibition.
4. You are responsible for filling in the Gallery Minding roster before Your exhibition commences.
5. A Gallery minding procedure information sheet is provided by AD Space with information necessary for daily operations of the gallery.
6. The gallery may be opened on public holidays with permission from the AD Space Coordinator or another authorised member of Arc @ UNSW Ltd.
7. Financial penalties apply and will be taken from your bond if gallery hours are not kept. Refer to section 3. Financial Penalties for more details.

SECURITY AND KEYS:

1. The AD Space Coordinator will run through the procedures of locating the keys on the Monday of your installation. It is Your responsibility to distribute the key and gallery minder information sheet to individuals minding AD Space.
2. It is Your responsibility to make sure Ad Space is always open during advised open hours. Gallery minders must monitor the gallery for security purposes during the exhibition.

3. To protect security at AD Space You must never reproduce keys. There are penalties for loss and damages of keys, refer to section 3. Financial Penalties.

LOSS AND DAMAGE:

1. Arc @ UNSW Limited accepts no responsibility for loss, damage or theft of artworks, personal items and money for artworks during Your exhibition.
2. Arc @ UNSW does not insure artworks or personal possessions.
3. You are responsible for all equipment at AD Space during Your exhibition. All items will be checked on the condition report at the beginning and end of Your exhibition. Any loss or damage of goods beyond wear and tear shall require repairs and may require replacement. If repairs or replacement costs exceed the amount of the bond, repayment will be required within one month of the close of Your exhibition.
4. Willful vandalism to AD Space by You will automatically ban You from exhibiting again at AD Space.

PHOTOGRAPHIC RELEASE:

1. By submitting an application, You agree that information about the successes and challenges of Your exhibition, photographic documentation, videos or content published online provided by You to Arc, or created by Arc, may be used for marketing or promotional purposes.
2. Arc reserves the right to use Your likeness and work in any photographs, video or audio recordings provided to Arc or created by Arc, during or after Your exhibition, for any legitimate purpose without further approval from You.
3. You agree to release Arc from any and all claims and demands arising out of or in connection with the use of Your likeness and work, including but not limited to, claims for invasion of privacy, defamation, or financial compensation.

APPLICANT OBLIGATIONS:

1. A successful applicants exhibition is contingent on Arc receiving:

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2. A completed application with all required information. Incomplete application forms will not be eligible for an exhibition.

with the Arc @ UNSW Art & Design AD Space exhibition requirements for documentation and acknowledgment of support.

3. A completed and signed contract where You agree to all the terms and conditions outlined in this document.

Sign here:

Date:

4. You agree to participating in any activities related to Arc @ UNSW upon invitation in regards to Your successful application and exhibition/event project. This may include but is not limited to:

5. Articles for all Arc @ UNSW publications (Arcadia, Blitz, Framework etc).

6. Student forums, information sessions or artist designer/producer/curator/writer/coordinator talks.

7. Representing Arc @ UNSW Ltd at functions and events.

8. Your involvement in Arc related events and activities will be documented for archival, marketing and communications purposes.

9. Documentation will be available for your use and also for Arc @ UNSW Ltd's use for any publications, marketing, events, activities, social media or any online platform.

OTHER:

1. This agreement is intended to be as broad and inclusive as permitted by the laws of New South Wales, Australia, and shall be governed by and interpreted in accordance with the laws of the State of New South Wales. In the event that any clause or provision of this agreement be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions which shall continue to be enforceable.

DECLARATION:

I, _____ (my name), on behalf of _____ (other names, group only) declare that all the details contained in this application for funding are true and accurate. I agree that if successful with my application I/we will comply