

Hervey Bay Art Society Inc. (HBAS)

Exhibition and Competition Policy

Policy No.	PO2 - Exhibitions and Competitions
Approved by	Management Committee
Date approved	26 June 2026
Next review date	26 June 2028
Version	1.0

1. Purpose

This policy establishes the governance framework for exhibitions and competitions organised, hosted or endorsed by HBAS. It ensures exhibitions are conducted professionally, safely and equitably, and in alignment with the Society's objectives, values and legal obligations.

2. Scope

- All exhibitions and competitions organised or endorsed by HBAS
- All members, exhibitors, volunteers, committee members and contractors
- All exhibition venues operated or utilised by HBAS, including Gallery 5 and external venues

3. Policy Statement

- Promote artistic excellence and creativity
- Provide fair and equitable opportunities
- Maintain professional standards of presentation
- Ensure compliance with Work Health and Safety (WHS) obligations
- Protect the Society's financial, legal and reputational interests

All exhibitions must be conducted in accordance with this policy and related HBAS policies and procedures.

4. Governance and Authority

- All exhibitions and competitions must be approved by the Management Committee or a formally delegated Exhibition Committee.
- The Management Committee is responsible for approving the annual Exhibition Calendar, determining commission structures, approving major exhibition formats and eligibility frameworks, and ensuring financial and legal compliance.
- HBAS reserves the right to refuse artworks, entries or participation where requirements are not met or where risk cannot be adequately managed.

5. Roles and Responsibilities

- **Management Committee:** Provides oversight and ensures compliance with governance documents.
- **Installation and 3D Coordinators:** Responsible for installation, intake and display management in accordance with approved procedures and safety standards.

6. Eligibility Framework

Eligibility criteria, entry limits, categories and competition rules will be detailed in the HBAS Exhibition & Display Guidelines. HBAS may impose reasonable limits on the number, size, type or category of works to ensure fairness, safety and appropriate use of space.

7. Artwork Standards and Compliance

All exhibited works must be the original work of the artist, comply with copyright and intellectual property laws, and meet professional presentation and safety standards as outlined in the HBAS Exhibition & Display Guidelines.

8. Financial Governance

All sales, commissions, entry fees and prize payments must comply with the HBAS Financial Management Policy and approved commission structures. Operational financial details are contained within the HBAS Exhibition & Display Guidelines.

9. Work Health and Safety (WHS)

HBAS is committed to providing a safe environment in accordance with applicable WHS legislation. All participants must comply with WHS instructions and report hazards or incidents promptly.

10. Insurance and Liability

Exhibitors are responsible for insuring their own artworks unless otherwise stated in writing by HBAS. HBAS will take reasonable care but accepts no liability beyond that required by law.

11. Promotion and Intellectual Property

HBAS may use images of exhibited works for promotional, marketing and archival purposes unless the artist opts out in writing. Copyright remains with the artist.

12. Behaviour and Conduct

All participants must act respectfully and professionally. Disputes or breaches will be managed in accordance with the HBAS Code of Conduct and Grievance Policy.

13. Related Documents

- HBAS Financial Management Policy
- HBAS WHS & Risk Management Policy (P01)
- HBAS Copyright Policy
- HBAS Code of Conduct
- HBAS Grievance Policy
- HBAS Exhibition & Display Guidelines (G01)

14. Review

This policy will be reviewed every two (2) years or earlier if required.

15. Document Control

Version	Date	Changes	Approved by
1.0	26 June 2026	Initial policy created from existing documents	Management Committee

16. Sign-Off

Name Katherine Walsh

Position President

Signature _____

Date 26 June 2026