

Hervey Bay Art Society Inc. (HBAS) Exhibition and Display Guidelines

Guidelines No.	G01 — Exhibitions and Competitions
Approved by	Management Committee
Date approved	26 June 2026
Next review date	26 June 2028
Version	1.0

1. Preamble

These Gallery 5 Exhibition and Display Guidelines operate under the authority of the Hervey Bay Art Society Inc. (HBAS) PO2 — Exhibition and Competition Policy.

The purpose of these Guidelines is to provide operational procedures and practical standards for the management, installation, display, judging and sale of artworks within Gallery 5.

These Guidelines are designed to support consistent, safe and professional exhibition practices and must be read in conjunction with PO2 — Exhibition and Competition Policy.

These Guidelines may be updated by resolution of the Management Committee as operational needs require.

2. Eligibility and Participation

HBAS offers a range of opportunities for members to exhibit and sell their work.

2.1 Monthly Themed Competitions

- Open to all financial members.
- \$5 per artwork entry fee.
- Maximum of three entries per member.
- Must relate clearly to the monthly theme.
- Work must have been completed within the last two years.
- Cannot have won first or second prize in previous Gallery 5 or external competitions.
- Must not have previously been entered in a similar themed Gallery 5 competition.
- 3D works are not accepted.
- Must abide by all other HBAS and Gallery 5 Guidelines.
- Prizes are awarded for first and second place.
- Certificates are provided for Commended, Highly Commended and Encouragement awards.

2.2 Members' General Exhibition (Non-Competitive)

- Monthly exhibition to display and sell artwork.
- Free to enter.
- Open to members and volunteers.
- Maximum of three artworks.
- 3D works are accepted.
- Works may have previously won awards at Gallery 5 or elsewhere.
- Each artwork may be shown only once in a three-month period.
- All works must be for sale.
- No completion timeframe.
- Must abide by all other Gallery Guidelines.

2.3 Annual Members' Competitive Exhibition

- Open to all Gallery 5 and HBAS members.
- Multiple categories, including a 3D category.
- Prizes and certificates awarded.
- The exhibition is displayed throughout the entire gallery for one month.
- Full details are available on the official entry forms.

2.4 Annual Competitive Art Exhibition (ACAE)

HBAS and Gallery 5 coordinate this prestigious exhibition, usually held in one of the regional galleries. It is:

- Open to Australian artists.
- A highly regarded event on the regional art calendar.
- Full details are available on the official entry forms.

2.5 3D Artworks

These include, but are not limited to, sculpture, jewellery, ceramics, pottery, scarves, gift lines, matted prints/artworks and gift cards.

Works are displayed on plinths and in glass display cabinets, counter displays and print cabinets.

2.5.1 Sculpture

- Maximum height: 1 metre.
- Maximum width: 50 cm.
- Maximum weight: 10 kg.

2.5.2 3D Wall-Hung Pieces

- Accepted into the General Hanging area of the Gallery.
- Registered with the General Hanging Exhibition on the installation date.
- Removed when sold or at the monthly changeover of the Members' General Exhibition.
- Maximum height: 122 cm.
- Maximum depth: 50 cm.
- Maximum weight: 10 kg.

2.5.3 All 3D Works

- Installed on a date arranged by the 3D Exhibitions Coordinator.
- Must have a unique item code assigned to each item.
- Must abide by all other Gallery Guidelines.
- Clearly labelled with title, medium, artist, price and item code.

2.6 Matted Prints and Small Unframed Artworks

- Maximum of four per artist.
- Wrapped in clear protective film.

2.7 Miniatures and Small Works Exhibition

Held over Christmas and New Year.

2.7.1 Miniatures

- Image size: maximum 100 cm² (e.g. 10 × 10 cm or 9 × 11 cm).
- Frame: maximum 30 cm per side.

2.7.2 Small Works

- Maximum size: A4.
- Suitable-size frame.

2.7.3 Both Sections

- \$5 per artwork entry fee.
- Maximum of three entries per section, per member.
- Prizes and certificates awarded.
- Must abide by all other Gallery Guidelines.

2.8 Other Opportunities

Other opportunities to display or exhibit artwork can occur throughout the year, including participation in community events or invitations to exhibit or network with local businesses. These can be found on the HBAS noticeboard, social media pages and in the newsletter.

3. Presentation Standards

3.1 Finish

All artworks must be exhibition-ready. This includes:

- Clean and undamaged.
- Free from all dirt, dust, stains, mould and contamination.
- Neatly finished, with secure framing and backing.
- D-rings and hanging wire attached and compatible with the Gallery 5 hanging system.
- Fully dry.

3.2 Not Accepted for Wall Display

- Prints.
- Photography.
- Computer- or AI-generated work.
- Diptychs and triptychs count as one artwork.

3.3 Size Limits (2D Works), Excluding Miniatures and Small Works

- Maximum 122 cm on any side.
- Maximum depth: 15 cm.
- Maximum weight: 10 kg.

Additional limits may apply for specific exhibitions.

3.4 Labels and Titles

Each artwork must have the following details clearly written or securely attached to the back:

- Title.
- Medium.
- Artist's name.
- Price.

Spare labels are available on the intake table. Titles should be fewer than 25 characters so that they fit on the wall labels. Longer descriptions may be provided by the artist on A6-sized cards and displayed if space permits.

4. Delivery and Collection

4.1.1 Delivery

- By 10:30 am on changeover day.
- Late work cannot be accepted.
- All artworks must be presented to the intake table for registration.
- Installation is handled by the Gallery team.

4.1.2 Collection

- Collect prior works by 10:30 am on changeover day.

- Works must be signed out in the register.
- Uncollected works may be stored in the storeroom at the artist's own risk.
- Uncollected work may become the property of HBAS if not collected within 30 days of the end of the exhibition, unless prior arrangements are made with HBAS.

5. Copyright and Original Work

All works must be the artist's own original creation. Artists are responsible for reading and abiding by the HBAS Copyright Policy. HBAS cannot accept or hang works that breach copyright or plagiarism rules, including:

- Copies of workshop subjects.
- Works created with hands-on tutor assistance.
- Artwork created directly from tutorials (online, books or media).
- Use of another person's photograph without written permission.

Written permissions must be attached to the artwork and included in descriptions.

6. Sales and Commission Rates

- All exhibited works must be for sale.
- Commission rates are set by the Executive Committee.
- Volunteers must record their hours in the Volunteer Register to qualify for the appropriate commission rate.
- Payments are made on the next monthly payment date.
- Receipt details, including the item code (found on the exhibition display ticket and in the exhibition register), must be carefully recorded with each sale.

6.1 Commission Rates

- 10% — Life Members.
- 10% — Office Bearers and Coordinators.
- 15% — Regular weekly volunteers.
- 20% — Three-hours-per-month volunteers.
- 35% — Non-volunteers.

6.2 Sold Artworks

Buyers are responsible for collecting and transporting their purchased works.

Sold artworks in competitions must remain on display until payment is completed and the competition has been judged.

Sold artworks from other categories may be taken by the buyer upon full payment, and the artist should be asked whether they have a work of similar size with which to replace it.

7. Judging and Prizes

7.1 Judging Criteria

- Interpretation and relevance to theme (0-10).
- Visual impact (0-10).
- Technical skill and command of medium (0-10).
- Composition (0-10).
- Presentation (framing and mounting) (0-10).

8. Review

These Guidelines will be reviewed every two years or earlier if required.

9. Document Control

Version	Date	Changes Made	Approved By
1.0	26 June 2026	Initial Guidelines created from existing HBAS documents	Management Committee