

READY TO HANG?

1 QUICK CHECK

- I am a financial member and have volunteered for three hours during the past month.
- The work is original and I am the presenting artist.
- All artworks are offered for sale.
- The work will be delivered before 10:30 am on intake day.
- Maximum of three entries per artist.
- No side exceeds 122 cm.
- Each work weighs less than 10 kg.
- Miniatures are 100 cm² or less; small artworks are under A4 size.
- 3D wall art and sculptures project no more than 50 cm; 2D wall art projects no more than 15 cm.

2 EXHIBITION RULES

- **Monthly competitions:** \$5 entry fee; work clearly relates to the monthly theme; completed within the past two years; complies with Australian copyright law; has not won first or second prize in a previous Gallery 5 or external competition; has not been entered in a similar themed competition at Gallery 5; 3D works are not accepted.
- **Members' General Exhibition:** open to members who meet the volunteer requirement; free entry; 3D artwork accepted; previous award winners accepted; no completion-date limit; not shown at Gallery 5 during the previous three months.

3 PREPARING

- Work is suitably presented and ready to exhibit.
- Paint, varnish, glue and other finishes are dry.
- Frames are stable, correctly fitted and neat.
- Canvas edges are clean and painted.
- All components are firmly attached.
- Backs of framed works are taped neatly.
- Labels are clearly written and firmly attached; labels are available at the intake table if needed.
- Titles are no more than 25 characters so they fit on wall cards.
- Optional additional descriptions may be supplied on A6 cards.

4 HANGING HARDWARE

- Use D-shaped rings securely attached to the artwork.
- Choose fittings suitable for the artwork's size and weight.
- Use picture wire or strong picture cord.
- Check that the work hangs level and the fittings cannot be seen from the front.

5 COPYRIGHT

- Australian copyright law protects your work and the work of other creators.
- Use your own source material, public-domain material, or material covered by permission or a suitable licence.
- Images found online are not automatically free to use, and attribution alone does not replace permission.
- Read the HBAS Copyright Policy and Copyright Guidelines before submitting work.
- Copyright information is available at the Gallery counter and at herveybayartsociety.org.au.

6 SOLD WORKS

- All artworks must be for sale.
- Commission varies according to volunteer contributions.
- A purchased monthly competition work may be collected after full payment and judging.
- A sold General Exhibition work may be replaced by a similarly sized work by the same artist, if available.
- Unsold works remain in situ until the next exhibition unless arranged with the Exhibition Coordinator.
- Gallery 5 does not arrange freight; transport and delivery are the responsibility of the artist or purchaser.
- Each 3D work must have its unique code attached and recorded for payment processing.