



MEENIYAN ART GALLERY

84 WHITELAW ST MEENIYAN VIC 3956
PO Box 169, Meeniyán. 3956.

ABN: 71165744153
WEBSITE: www.meeniyanartgallery.com.au

Information for prospective artists wishing to exhibit and sell with MAG Inc.

MAG Inc. has three exhibition spaces, Gallery 1, gallery 2 and an Artist's Wall, available for rental for one calendar month.

There is also a shop area where individual items submitted by artists are sold on commission.

The Gallery is open for a minimum of 6 hours per day, 6 days per week, and every day in January. This provides maximum sales opportunity.

On rare occasions, the committee is unable to supply a volunteer to open the gallery, and unfortunately the gallery, in this case will be closed.

It is advisable to inform friends who may be travelling long distances, to ring the day before to make sure the gallery is to be open.

All our volunteers are passionate about the integrity of the gallery and provide a high level of customer attention, providing information about the artists and their works. The bio you give us will be available for volunteers as a resource.

All due care is taken with artists' works, however the work is left in the care of the gallery at the risk of the artist.

MAG forms are available from the gallery or by downloading from the website. Most forms can be downloaded in "Word" and you will have the ability to update and send to us by email. If you are unable to download into a "Word" document please email us to send you a PDF, which you can complete, then scan onto your computer and email to us.

Any contact to the gallery is best done by email: info@meeniyanartgallery.com.au

Using this email address ensures your email is dealt with speedily and by the correct person.

Exhibiting by Exhibition

1. Exhibitions feature an artist exclusively, or an arranged partnership of artists, for one calendar month.
2. Fees:
 - i. Gallery 1 \$650
 - ii. Gallery 2 \$400.
 - iii. Artist's wall \$150
 - iv. The fee covers:
 - i. rent for the space, including lighting and air/conditioning
 - ii. promotion
 - iii. printing of DL invitations
 - iv. presentation of your work.
3. Promotion:
 - i. DL invitation cards are sent to the MAG Inc mailing list. There are 30 copies for the artist / artists, plus access to an email version. Further supplies of DL cards may be negotiated, prior to the ordering.
 - ii. The MAG Newsletter and Website.
 - iii. MAG Facebook and Instagram.
 - iv. The display window at the gallery.
4. The gallery charges 30% commission of the retail price of all works sold. MAG Inc. is not registered to pay GST.
5. It is expected that any work displayed in the exhibition, which is sold privately during the exhibition, will incur the 30% commission.
6. An Exhibition Booking Form to be submitted, with a deposit of 25% payable as soon as an exhibition date is decided. This confirms the booking. This is payable to Meenyan Art Gallery Inc bank account: Bendigo Bank: BSB 633 000 Acc 123681280.
7. 2 D/ Flat Works, either framed or canvas, must have wire and D rings and be ready for hanging.
8. MAG requires 25% of the fee to be paid to secure the booking of the exhibition or workshop. This will be refunded if cancelled prior to 4 months before the event. A further 25% will be due 4 months prior and the remainder of the fee will need to be paid 8 weeks prior to hanging.
9. Artists are required to supply a MAG Inc. Artists and Artisans Registration Form with contact details, and banking information for payments.
10. Information for printing the DL cards is required 8 weeks prior to the exhibition opening:
 - i. The name of the exhibition
 - ii. The name of the artist/s
 - iii. A brief description of the work
 - iv. Photos for publicity: at least 3 images in jpeg, png or tiff; at approx 300 dpi and 18cms, on at least one side. Needs to be big to allow full resolution.
11. Eight Weeks prior to the exhibition we require the balance of the fees. An invoice will be provided by MAG Inc.
12. Two weeks prior to the exhibition opening we require:

- i. The completed MAG Inventory Form , listing, describing and coding the works to be shown. A counter list, and label cards for the exhibition are compiled from this information.
 - ii. MAG Code: the first 4 letters of your surname, a dot, the initial of your first name, followed by the item number.
 - iii. A written account about yourself and your art. This will be displayed in the exhibition area. E.g. John Smith supplies 10 items, therefore the 10th item is coded as SMIT.J-10.
13. Set Up Day: It is anticipated the artist will bring their work and assist with the hanging/display, on the Friday before the opening.
14. Opening day: The artist is a key person to be present for the opening but may invite another person to speak. Wine and nibbles will be provided at the opening, which is held at 2pm. Feel free to invite family and friends to share this time with you.
15. Take Down day:
 - i. The works are to be collected by the artist on the Friday morning at the end of the exhibition.
 - ii. The end of Exhibition Take Down Sheet is to be signed by the artist.
 - iii. Works may be selected by the shop Committee and will be transferred to the Shop Inventory. See Meeniyan Policy re Shop Exhibits below.
 - iv. If unable to collect work on the designated day, please arrange alternative arrangements.
 - v. Any work still remaining after three months will become the property of MAG Inc.

Selling Items by Consignment in the Shop

1. Artists are required to supply a MAG Inc Artists and Artisans Registration Form accompanying their first consignment of works. This provides MAG Inc with contact details, and information for bank payments. Please keep MAG Inc. informed of any changes to this information.
2. Each consignment must be accompanied by an MAG Artist Inventory Form, which itemises each piece with a MAG Code which is the first four letters of the artist's surname, a dot, and initial of first name, followed by the item number.

E.g. John Smith supplies 10 items, therefore the 10th item is coded as SMIT.J-10. The artist's personal invoice may also be attached to the MAG Artist Inventory Form if desired.
A brief artist CV and description of works is desirable and to accompany the works.
3. MAG Inc deducts 30% commission from the **Retail Price**. Payment is made by EFT to the artist's nominated account, usually in the following month after the sale. MAG Inc is not registered to pay GST.
4. Works will be retained at the Gallery for a maximum of 3 months. It is the responsibility of the artist to collect the works, and new works may be submitted. You will be reminded when this is due. Any works not collected within 3 months of collection date, and notification, will be considered property of MAG. Please make sure we have your current contact information.
5. Delivery of works and collection of works are to be arranged with the Shop Co-ordinator, via email info@meeniyanartgallery.com.au