

KHT Project Gallery Program

TERMS AND CONDITIONS

1. For each accepted exhibition the Koorie Heritage Trust is responsible for:

- Professional assistance from curatorial staff in the development and coordination of the exhibition (including providing timelines and checklists).
- Staffing of the gallery during opening hours.
- Marketing the exhibition through our website, Fed Square and City of Melbourne listings, social media, and email list.
- Management and delivery of exhibition opening including catering, non-alcoholic drinks (unless approved by CEO), and PA system. Please note: exhibition openings may be combined with exhibitions being launched in other galleries at the Koorie Heritage Trust.
- Design of electronic invitation sent to our email list. This may be combined with other exhibitions being opened at the same time.
- Development and distribution of media releases sent to our media list and coordination of resulting publicity opportunities.
- Vinyl lettering signage for each exhibition.
- Assistance with exhibition curation, design and installation, including installation technicians.
- Providing access to gallery tools and any existing and available exhibition furniture and audio-visual equipment.
- Processing artwork sales if works are available for sale, which includes a 30% commission paid to the KHT.
- Creation of an in-house printed room sheet/guide/catalogue.

2. The accepted applicant is responsible for:

- Delivering the proposed exhibition in the timeframe and gallery space allocated.
- Providing finished artwork ready for installation by the negotiated deadline.
- Providing a selection of images and a short written description.
- Providing a short biography and artist statements for each participant.
- Providing a project description.
- Providing advice or assistance as required in relation to the installation of artwork.
- Provide assistance with any application for funding to support the exhibition
- Support with the delivery and collection of artworks and any additional exhibition materials or furniture to and from the Gallery.
- Packing work appropriately for transportation.
- Providing a list of works including sales prices if the works are for sale.

- Develop public program activities in conjunction with the KHT public programs coordinator, such as workshops or artist talks.

3. Insurance liability disclaimer

KHT will not be held responsible for any loss or damage to artworks during transportation. All artworks in the exhibition will be covered by KHT's policy of insurance while on KHT premises within the agreed exhibition period, and prior to the agreed collection date. KHT will not extend insurance to cover artworks or any property not belonging to KHT that remains on premises after the specified collection date. Approved applicants are encouraged to take out insurance to cover loss or damage to artworks during transportation. Successful applicants who are working on site at KHT are required to complete KHT and Fed Square OH&S Training.

4. Installation/De-installation

Timelines for installation and de-installation will be established by KHT staff in consultation with the successful applicant(s) and timelines must be strictly adhered to. It is integral that the artist/s are available for consultation during the installation and de-installation periods.

Artworks included in the exhibition must remain in the exhibition for the full duration of the exhibition.

KHT is unable to provide storage facilities. Artworks must be delivered and collected on agreed dates according to the timeline. Artworks, packing materials and tools must not be left on premises outside of the exhibition period or beyond the agreed collection date. Packing materials associated with transport will only be stored onsite if labelled correctly.

5. Exhibition design and installation

All successful applicants will be required to work with KHT curatorial team to design and install the exhibition. While this process is collaborative, KHT reserves the right to make final decisions on the exhibition design and gallery presentation. KHT also reserves the right not to display works considered unsuitable for any reason or if the quality or quantity of work submitted is inappropriate for the exhibition space.

6. Catalogue/Room Brochure

Labels and an in-house printed room sheet/guide/catalogue will be produced for each exhibition. The successful applicant(s) will provide images, artist statements and biographies on request or work with KHT to develop this collateral. KHT has full responsibility for the editorship of all text, reproductions and design related to the exhibition.

7. Exhibition Sales

The successful applicant(s) may choose whether they would like the exhibited works available for sale. If the works are for sale, KHT will handle all sales and add a 30% commission (inclusive of GST) to the price provided by the artist. The combined artist price and the KHT commission will be the retail price.

8. Cultural Safety

Our cultural safety and protocols are based on KHT's [10 Protocols for Sharing Indigenous Knowledge](#) to successfully work together on each exhibition. KHT endeavours to maintain a culturally safe space for artists, audiences, and staff alike. We recognise culturally safe practices may not be universal and are committed to maintaining open communication between KHT and contributors on these matters.