

Exhibition Housekeeping

Labelling of work

1. Work must be labelled with your initials, number, and price e.g: **BS01 \$75**. For a set each piece must be labelled individually e.g. **BS01a \$75 BS01b, BS01c**. Giving each piece a title assists with gallery labelling and online promotion.
2. Printed labels are preferred and must be fixed **firmly underneath** each piece. If necessary, add blu tack or sticky tape to the label - *no label, no display, no sale*.

Photos

A professional appearing photo of each piece is required for the catalogue and online sales. Consider using a light box/backdrop. Minimum size of photos is 1MB. File names must be in this format: "**Artist Name.Title.Item number.jpg**" e.g. **B Skinner. Flowers.BS01.jpg**

Artist's Bios

A bio of 80-100 words is required in Word doc form, this should be written in the **third person**. ChatGPT is a great tool to get you started. It's helpful to put in different information 2/3 times and then combine/tweak the results: <https://login-chatgpt.com/>

Wall Art

Any work that needs to be hung must have a strong wire attached at the back and weigh no more than 10-15kg.

Bump in

On arrival at the bump in table, unwrap each piece of your work and present it, showing the label for checking.

Do not come to the bump in table with unlabeled work (you will be asked to stand aside and return when your work is labeled).

No last-minute changes are allowed. The work brought to the bump in table must match the information you have completed on the entry form.

Do not use sticky tape on the packaging, if you need to secure the bubble wrap use rubber bands.

Dropping off work directly to the gallery before bump in must be cleared by the exhibition team prior.

Instructions for work not being delivered to the gallery by the artist.

Any work that is not being managed at bump in/bump out by the artist will only be accepted in the following format.

Packing of work

Work that will **not be personally delivered, unpacked and checked off at the bump by you the artist** will only be accepted if it is in a plastic tub (size of your choice) with a lid that is closable and stackable. A tub means any container with a lid that can be stacked e.g. ice-cream tub.



Please don't use sticky tape around your packaging, if you have to secure the bubble wrap use rubber bands.

If your work is too large to fit/be stored in a tub then you are responsible for transporting it to and from the exhibition.

Any other containers e.g. bags, baskets, cardboard or timber boxes etc will not be transported or accepted.

Labelling of tubs

Tubs must be labelled with your name and initials on one long side and one short side as below. Unlabeled tubs must not be left for bump in/bump out or with the gallery.

Tub lids must include your name, initials, phone no (in case you need to be contacted) and the itemised stock inside listed as below.

e.g **Tub 1: Bernadette Skinner (BS) 0439 658 921**

Initials & Number	Price	Description of work & name	Material/firing
e.g. BS1	75	Blue mug/Timbuktu	stoneware
BS2	95	kookaburra	<u>raku</u>
BS3	125	Red platter/ sunset	<u>earthenware</u>



Fixed to the lid: tub number, name, phone number, initials & number, price, description.

Bump out

If you have arranged for someone else to collect your unsold work then you must supply them with the necessary packaging e.g. labelled tub and bubble wrap. Work must be marked off the master catalogue before being removed from the gallery.

There is a lot of handling of pieces involved with the transportation, bump in, setting up and the bump out so ensure your work is packaged appropriately. We take all care with your work, but ceramics are very breakable and in the unfortunate case that your work is broken the committee cannot be held responsible.