

Exhibiting at the Counihan Gallery

Information Sheet

COUNIHAN
GALLERY
IN BRUNSWICK



The Counihan Gallery provides support to help you through each stage of your exhibition, including planning, installation, promotion and daily operations.

This Information Sheet outlines the services that the Counihan Gallery offers to exhibitors. It also summarises the responsibilities of exhibitors.

Section 1

What we do – a summary

The Counihan Gallery provides the following support to exhibitors:

Planning & Development

- Professional assistance from Gallery staff in the development and coordination of the exhibition.
- An exhibition honorarium and some funding towards specialty public programming.
- Resourcing to support accessibility needs.

Design & Installation

- Assistance with exhibition design, installation of artwork and lighting.
- Access to Gallery tools and audio-visual equipment, including media players, sound system, digital projectors and televisions.
- A variety of support structures for display purposes, e.g. plinths.
- Production and installation of exhibition labels and wall texts.

Marketing & Promotion

- Production and installation of exhibition signage.
- Promotion of the exhibition through eNewsletters, social media engagement and exhibition listings.
- Distribution of media release.

Opening Event

- Catering for exhibition opening events.
- Gallery staff assistance during opening events.

Daily Operations

- Staffing of the Gallery during opening hours.
- After-hours security and alarm protection (please refer to Section 2: Further Information)

What you will need to do – a summary

Exhibitors are expected to meet the following commitments and responsibilities:

Exhibition Delivery

- Deliver the exhibition as outlined in your application.
- Organise the packaging of artworks and transportation to and from the Gallery (costs to be met by the exhibitor/s)
- Assist with the installation and deinstallation of the exhibition (please refer to Section 2: Further Information)

Promotional Support

- Provide Gallery staff with a written exhibition summary and artwork details for promotional purposes.
- Supply a selection of high-quality digital images for marketing and publicity.
- Submit any additional advertising or publicity materials to Gallery staff for approval before distribution (please refer to Section 2: Further Information)
- Maximise audience engagement by sharing your project with your networks and participating in publicity opportunities.

Public Programs & Engagement

- Work with Gallery staff to develop public programs and audience engagement opportunities, such as artist talks or workshops.
- Ensure the accessibility of your exhibition (with support from Gallery staff).

Section 2

Further information

Please take a moment to read through this additional information about exhibiting at the Counihan Gallery:

Artwork installation and deinstallation

- Timelines for installation and deinstallation are strict so that they do not impact other exhibitors. Timelines will be established by Gallery staff in consultation with the exhibitor/s.
- Installation Technician support will be provided.
- Exhibitors are encouraged to think creatively about how their work is displayed and presented. All display decisions must be made in consultation with Gallery staff. Gallery staff retain the right to make the final decision on Gallery presentation.
- The exhibitor is responsible for any additional costs associated with the hire or purchase of non-standard display equipment or additional expenses associated with the display of their work.
- Installation of all exhibitions occurs with strict adherence to the *Occupational Health and Safety Act 2004*. A risk assessment process occurs prior to the installation of artwork and exhibitors must notify Gallery staff about any potential health and safety issues connected to the exhibition.
- Attendance at a briefing session with Gallery staff prior to the installation period to discuss all installation requirements is compulsory.

- The number of works to be displayed will be at the discretion of Gallery staff. The Gallery reserves the right not to display works considered unsuitable for any reason. Exhibitor/s will be consulted during the installation of any such instance.
- The Gallery is unable to provide storage facilities. Artworks, packaging and tools cannot be left at the Gallery outside of the exhibition period. Artworks not collected by a date agreed to by the exhibitor and Gallery staff will be disposed of at the Gallery's discretion.

Counihan Gallery security

- The Gallery is located inside the Brunswick Town Hall. The Gallery has an intruder detection system in place and is fitted with ceiling mounted detectors and a camera. The Gallery also has a system of closed-circuit television monitoring.
- The Gallery is always staffed during opening hours.

Insurance liability disclaimer

- Merri-bek City Council will not be held responsible for any loss or damage to artworks (during transportation, display or storage) or personal injury to Gallery exhibitors. Exhibitors are advised to take out personal accident cover and insurance to cover loss or damage to artworks during transportation, storage, installation and the exhibition display period.

Artwork sales

The Counihan Gallery does not take commission fees on artwork sales. All proceeds from sales go directly to the exhibitor/s.

The buyer's details will be passed directly to the exhibitor/s, who will be responsible for contacting the buyer to arrange the sale, payment and collection of the artwork. No payments (including deposits) will be taken by Gallery staff members.

Please note that arrangements for the collection of sold artworks are the responsibility of the exhibitor/s and must take place outside the Gallery premises after the conclusion of the exhibition.

Acknowledging the Counihan Gallery and Merri-bek City Council

As the Gallery is operated and funded by Merri-bek City Council, successful applicants must acknowledge Merri-bek City Council on all publicity material, which includes:

- Merri-bek City Council logo alongside the Gallery logo on all material generated for the exhibition.
- An opportunity for a Merri-bek City Council representative to speak at the opening and any other activities associated with the exhibition.
- Proofs of all marketing collateral must be approved through the Gallery by the Council's Communications unit before printing.

Section 3

Contact Information

Counihan Gallery contact information	
In person	233 Sydney Road, Brunswick, VIC 3056 Wednesday to Saturday, 11am to 5pm Sunday, 1pm to 5pm
Phone	03 9389 8622
Email	CounihanGallery@Merri-bek.vic.gov.au
Website	www.merri-bek.vic.gov.au/counihan-gallery
Facebook	www.facebook.com/counihangallery
Instagram	www.instagram.com/counihangallery