



## Exhibition Application Information

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Thank you for your interest in applying for the Contemporary Arts Spaces (CASM) Exhibition Program. Please read the following information and Terms and Conditions carefully.

### General Information

CASM is situated close to the centre of Mandurah, nestled alongside the Muddy Creek inlet at the top of the estuary. The creative hub sits next to the City of Mandurah Administration building and is a short walk from the Mandurah Performing Arts Centre and the Alcoa Mandurah Art Gallery.

CASM is a place where visitors can engage with both local artists and contemporary exhibitors working in a variety of mediums. CASM seeks to support and promote emerging artists and contemporary arts in a broader community and cultural context.

CASM's Exhibition Program includes six exhibitions per year, with each exhibition open to the public for four weeks.

### How to apply

Applications can be made online at: <https://www.mandurah.wa.gov.au/explore/arts-and-culture/casm/applications>

We recommend that you discuss your exhibition application with the CASM Gallery Development Officer prior to submission.

Please check your application carefully to ensure that all requirements are included in your submission and allow eight weeks for application processing and feedback.

### Selection criteria

An exhibition is an important commitment on the part of both CASM and exhibitor. There may be a considerable time between accepting an exhibition and exhibiting the work, so it is important that any commitment to exhibit be considered seriously at the submission stage.

The selection panel will be looking for evidence of the following criteria in your application:

Criteria	Score
Provide a clear artist statement, which talks about who you are as an artist and what the current direction of your work is, key themes, ideas and style, and why. <b>(30 words minimum, 50 words maximum)</b>  <i>If it is a group exhibition, each artist is to provide their own artist statement of 30-50 words.</i>	20%
A clear concept outline for your exhibition. <b>(400 words minimum – 500 words maximum).</b>  You should look to include:	50%



<ul style="list-style-type: none"><li>• What theme or subject matter up will be investigating through your artwork.</li><li>• Why the theme or subject matter is relevant or important to you.</li><li>• The type of artwork/s and approximate number of artworks you anticipate will be developed for the exhibition.</li><li>• What you hope the audience will gain from your exhibition.</li><li>• If relevant, include your industry/artist influences.</li><li>• If you are collaborating, are all artists exploring the same concept, using the same materials etc? If not, what are each of the artists providing for the exhibition?</li><li>• Consideration of the physical space of the gallery and proposed artworks: Detail if the artworks all wall-hung, a mix of wall and plinths, use of both mobile walls or neither, site specific placement of installations etc.</li></ul>	
An outline of the exhibition installation needs including multimedia support (projectors, screens), plinths, suspension points, wall space etc. and detail what type of hanging points the 2D and suspension artworks will have.	10%
Provision of ten (10) high quality, clearly titled images of 1-2MB in size or 300PPI (Pixels per inch). Save your .jpeg images with a file name that consists of your first name, surname and name of the work eg: JohnSmithVessel1.  <i>If you are sharing an exhibition, each artist is to provide 5 images.</i>	20%

## Sales and Commission

CASM retains a commission of 20% of the sale price of each item sold. This applies to works marketed and sold through the Gallery during exhibitions and for the following three-month period. GST is applicable for Artists who are registered for GST.

Artists must provide CASM with their bank details for direct deposit of payments, as well as their Australian Business Number (ABN) or a completed [Statement by Supplier](#) ATO form, prior to the delivery of artwork.

## Exhibition Payment and Artist Payment Schedule

Successful applicants will receive an exhibition payment of \$1,500. The exhibition payment will be split equitably between all participating Artists.

Exhibition payments will be made in accordance with the exhibition Payment Schedule. The Artist will invoice CASM as each defined milestone or activity is completed.

Payment Schedule	Activity Milestone/Activity	Fee Payment
<b>Payment 1:</b>  Anticipated timeframe: 20 to 16 weeks from exhibition launch	Provide CASM with completed: <ul style="list-style-type: none"><li>• Artist Information Form</li><li>• Artist statement and bio</li><li>• High quality images for press release and other promotional material</li></ul>	50%



<b>Payment 2:</b> Anticipated timeframe: 8 to 4 weeks from exhibition launch	<ul style="list-style-type: none"><li>• Provide CASM with completed artwork template – artwork sizes, materials, titles, prices</li><li>• Send final images for exhibition catalogue</li></ul>	40%
<b>Payment 3:</b> Anticipated timeframe: 1 to 2 weeks from exhibition de-install	<ul style="list-style-type: none"><li>• Provide CASM with completed Exhibition Evaluation survey</li></ul>	10%

## Image dimensions and file naming protocol

High quality JPEG images of your work in both portrait and landscape format allowing us to best market your work must be uploaded with your application. Images can be resized using a free online tool like [Adobe Express](#).

Image requirements	File title	File size
Minimum 300 DPI or 8 megapixels: <ul style="list-style-type: none"><li>• 2480 x 3508 pixels, or</li><li>• 210 x 297mm, or</li><li>• 300 PPI (pixels per inch)</li></ul>	Artist name - artwork title - photographer. See example below: <ul style="list-style-type: none"><li>• Hugh Grant - Blue Door - Ross deHoog</li></ul>	2MB

## Engagement opportunities

CASM collaborates with exhibiting artists to generate engagement opportunities for each exhibition. These may include artist and/or panel talks, workshops and demonstrations. Successful applicants will be invited to participate in the development and presentation of these activities.

## Marketing

CASM provides the following marketing package for each exhibition:

- Inclusion in the CASM annual planner
- Exhibition and exhibition engagement feature on the CASM Website
- Exhibition feature on the City of Mandurah What's On Calendar
- Artist talk feature on the City of Mandurah What's On Calendar
- Exhibition and artist talk features in the City's monthly Creative e-Newsletter prior and during the exhibition
- Exhibition feature in Visit Mandurah
- Exhibition feature in the Artist Chronicle
- Exhibition feature in Circuit Online
- Regular Facebook and Instagram posts prior and during the exhibition
- One media release promoting the exhibition and Artist talk
- Design of digital collateral including invitation, poster, plasma, Insta tab
- Print for the exhibition hard collateral including postcard invitations and gallery posters
- Shared collateral to all City public facilities including the Visitors' Centre, Seniors, all libraries, the Museum and ManPAC.

It is highly recommended that the Artist:

- Contacts the local media personally and invites them to the launch
- Contacts and invites any relevant State media arts networks to the launch



- Develops their own invitation list, including potential private and corporate buyers, City of Mandurah elected members and other VIPs
- Carefully considers the official guest speaker requested to launch the exhibition and confirms their interest three months prior to the exhibition launch
- Delivers electronic and hard invitations to guests as early as possible prior to the exhibition opening
- Supports their exhibition through social media – a priority (Facebook, Instagram), and
- Spends as much time as practicable in the Gallery on the weekends.

## Exhibition opening function

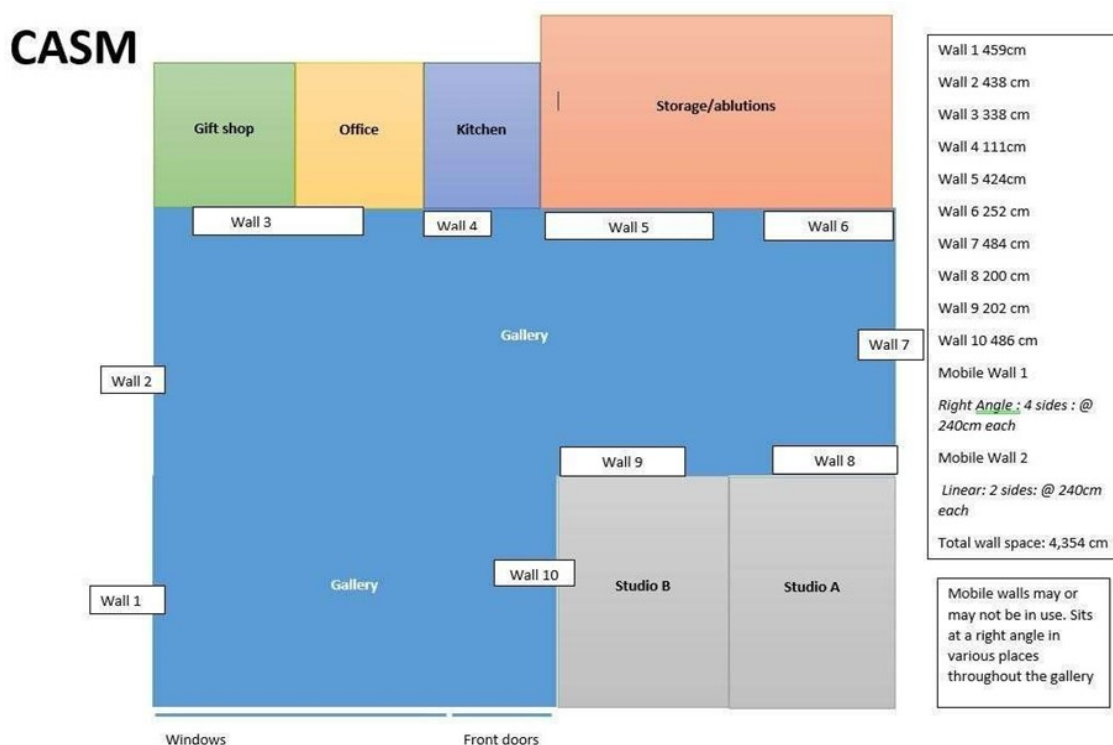
Opening functions are held on Fridays between 6.00pm - 7.30pm OR Sundays between 2.00pm – 3.30pm. The Artist is responsible for booking an industry professional to launch the exhibition and to provide any launch entertainment other than gallery supplied background music.

CASM staff and volunteers will be present during the opening function to welcome guests, provide catering, MC the opening and process artwork sales.

CASM will provide light refreshments, including a limited selection of wine, juice and canapes. Additional catering will be at the Artist's cost and must be negotiated with CASM prior to the launch.

## Exhibition space and equipment

The CASM gallery space has ten fixed wall spaces and two mobile walls for use. The fixed walls contain some visual obstructions, including AC units and power points. All fixed walls have a 10cm skirting board. The front 'walls' of the gallery are glass windows and a sliding door.





The following AV equipment is available:

- Four Hitachi CP-WU5505 data projectors
- Six Bluetooth headsets
- Evolve blue-tooth sound system
- Four smart TVs

### Dimensions and potential obstructions

Wall	Dimensions (width)	Potential obstructions
1	4.8m plus 0.38m covered brick pillar	Double power point mid wall 43cm from skirting and covered brick pillar between Walls 1 and 2
2	4.7m	AC unit near pillar above hanging track, light switch 43cm from right corner near gift shop door
3	3.37m	Double power point, 33cm from skirting on right near office door
4	1.1m	Nil
5	4.35m	Double power point 43cm from skirting and 80cm from right wall
6	2.4m	Double power point 43cm from skirting and 140cm from left wall, AC unit above hanging rack near library, lighting track anchored just below hanging track.
7	4.3m	Nil
8	1.97m	Nil
9	2.5m	Nil
10	5.17m	Nil
MW1	Mobile wall 1 has 2 x 2.4m wall panels and 2 x 0.4m wall panels	
MW2	Mobile wall 2 has 4 x 2.4m wall panels set at a 90-degree angle or can be flattened against the entry wall when not in use	

### Gallery Hours and Contact Details

Administration	Tuesday to Friday	9.00am to 4.30pm
Exhibition Opening Hours	Wednesday to Sunday	10.00am to 4.00pm

For further information please contact the Gallery Development Officer, Carolyn Marks, by telephone (08) 9550 3989 or email: [casm@mandurah.wa.gov.au](mailto:casm@mandurah.wa.gov.au).



# EXHIBITION PROGRAM - TERMS AND CONDITIONS

Thank you for your interest in applying for the Contemporary Arts Spaces (CASM) Exhibition Program. Please read the following information and Terms and Conditions carefully.

Please contact CASM staff if have any queries, or if you would like support with completing the online application process.

By submitting an application, the Artist agrees to the following terms and conditions:

## 1. DEFINITIONS

*Artist* means the individual or individuals applying to participate in the exhibition whose name or names appears on the application form.

*CASM* means the Contemporary Art Spaces Mandurah.

*Contemporary Art Spaces Mandurah Gallery* means the portion of 63 Ormsby Terrace building titled the 'Gallery' situated at 63 Ormsby Terrace, Mandurah.

*City* means the City of Mandurah.

*City Representative* means the CASM Gallery Development Officer.

*High risk exhibitions* – exhibitions of artworks that may present a risk to gallery visitors or staff, includes but is not limited to artwork which:

- is heavy or awkward to display;
- has multiple extrusions;
- is suspended from the ceiling;
- are excessively fragile;
- is installed solely by the Artist.

*Low risk exhibitions* – exhibitions that present minimal risk to gallery visitors and staff, includes but is not limited to artwork that is:

- lightweight;
- two-dimensional;
- constructed with minimal extrusions;
- installed by the gallery curator.

## 2. APPLICATION

The Artist must be over the age of 18 years. If requested by the City, a copy of photo ID must be provided by the Artist.

All information on the application form must be true and correct.

## 3. COMMISSION ON SALES

The City will retain a commission of 20% of the nominated artwork sales price (excluding GST, if applicable) for all works sold during the exhibition and for any works sold as a direct



result of the exhibition for up to three months after the completion of the exhibition. This is to be held in good faith by the City and the Artist.

#### **4. ARTIST PAYMENTS**

##### *Sale of Artworks*

The City will pay the Artist the nominated artwork sales price for all sales (including GST, if applicable), minus the commission fee, at the completion of the exhibition in line with the City's creditor payment cycle.

Payments will be paid to the Artist's nominated bank account by direct transfer as soon as possible after the completion of the exhibition in line with the City's creditor payment cycle.

##### *Artist Exhibition Fee*

The Artist may invoice the City for the Artist exhibition fee of \$1,500 prior to commencement of the exhibition. Should the exhibition, for any reason, not proceed, the City will provide the Artist with an invoice for the repayment of the fee in full within 28 days.

##### *Artist Talk Fee*

The Artist will invoice the City for the artist talk fee at the completion of the exhibition. This fee will align as close as practicable to best industry practice and will include a travel fee if the Artists lives outside of the Peel District.

#### **5. CASM RESPONSIBILITIES**

##### *Care of Artwork*

CASM will take due care to protect artworks against damage or theft, accidental or otherwise, during the installation, the exhibition duration and de-installation of the exhibition but does not accept any responsibility for artworks damaged or stolen.

CASM accepts no responsibility for artworks damaged in transit to or from the gallery.

##### *Gallery Attendance*

The Gallery will be attended by City of Mandurah staff during Gallery opening hours of Wednesday to Sunday 10am to 4pm to promote the exhibition, answer public enquires and administer art sales.

CASM will communicate the progress of the exhibition including visitor numbers, sales and general enquiries.

CASM is a *shared space* where safe, non-invasive meetings occur outside of Gallery open hours. This as a positive extension to the exhibition program and often brings a wider audience demographic. The City will notify exhibiting Artists if external events are planned to take place during the hire period. Artists will be acknowledged at any shared event and all due care will be taken with artworks on every occasion.

##### *Exhibition Administration*





**CONTEMPORARY ART  
SPACES MANDURAH**



**CITY OF  
MANDURAH**

CASM will deliver the administration for the exhibition as outlined in the Project Timeline. If agreed obligations are not met by the Artist, CASM retains the right to make curatorial decisions about exhibition administration, artwork inclusion and installation and *Exhibition Engagement*

CASM will deliver two exhibition engagement events including the exhibition launch and the Artist talk. Any further engagement events, including artist facilitated workshop must be discussed with and approved by the Gallery Development Officer.

### *Marketing*

CASM provides a standard exhibition marketing package for all exhibitions including hard and digital collateral for community promotion.

## **6. ARTIST RESPONSIBILITIES**

In addition to Artist responsibilities defined elsewhere in the Terms and Conditions, the Artist is responsible for:

- adhering to the CASM exhibition Project Timeline, completing all allocated tasks as per the agreed time schedule;
- communicating any exhibition changes to the CASM as soon as they occur;
- communicating with CASM any EXTRA marketing requirements and engagement activities at least ten weeks prior to the exhibition installation date;
- working collaboratively with CASM in the hanging or installation of the work;
- arranging and financing curatorial services other than the CASM gallery curator if required;
- taking a proactive role in the exhibition marketing and associated events; and
- communicating with CASM and financing any launch entertainment other than gallery background music;
- booking an arts or industry professional to formally open the exhibition
- spending time in the gallery during their exhibition to meet with potential buyers and create networking opportunities. (It is statistically supported that most gallery sales at CASM occur while the Artist is present.)

## **7. FORCE MAJEURE**

Where the exhibition program, or parts thereof, are prevented, rendered impossible or unfeasible by reason of Force Majeure or by reason of following a State or Federal State Government direction, the City may cancel or suspend the exhibition.

Where the exhibition program, or parts thereof, are cancelled or suspended under this clause, the parties agree that there shall be no claim in damages by either party and, in the event of cancellation any obligations under this agreement shall be waived.

## **8. EXHIBITION ENGAGEMENT EVENTS**

### *Opening Function*

The opening function is to be scheduled for a Friday evening from 6pm to 7.30pm, OR a Sunday afternoon from 2pm to 3.30pm. CASM volunteers may assist with the event catering.

### *Artist Talk*





The Artist talk event is scheduled for Thursday evenings 6pm-7.30pm OR Sunday afternoons 2pm-3.30pm. Catering is not provided at artist talks.

## 9. INSURANCE

Each exhibition is risk assessed for insurance requirements on a scale of low to high risk. If an exhibition has been deemed medium or high risk on initial evaluation, CASM will complete a risk formal risk assessment process, in conjunction with the Artist, to determine actions required to minimise the risk to audiences and staff.

The Artist is to provide **public liability insurance** for the duration of the exhibition period for exhibitions with a risk rating of **medium** or **high** to a value as determined by the City to a maximum value of \$20 million.

Public liability insurance may be optional for **low** risk exhibitions as determined by the City.

It is the Artist's responsibility to insure their artwork for damage and/or theft for:

- the duration of the exhibition;
- while the artwork is in the possession of CASM; and
- during transit to and from CASM.

The Artist is to provide copies of relevant insurance policy documents to CASM prior to the installation of the exhibition.

## 10. COPYRIGHT

The Artist grants CASM the right to use images of the artworks or artworks in situ for promotional purposes, however, copyright remains with the Artist.

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For further information, please contact the Gallery by telephone (08) 9550 3989 or email: [casm@mandurah.wa.gov.au](mailto:casm@mandurah.wa.gov.au).