

Shot in the Heart of Australia

FACT SHEET 3

GUIDELINES FOR DISPLAY & EXHIBITION

Hanging Day - Exhibition Opening & Promotion - Exhibition – Sales - Dismantling

Important dates

- **Application Opening Date** Wednesday 10th May 2023
- **Application Closing Date** Sunday 28th May 2023
- **Date for curation outcome** Sunday 4th June 2023
- **Last Date for Payment** Sunday 11th June 2023 (for exhibition fees)

- **Hanging Day** Wednesday 26th July, 2023
- **Exhibition Opening Date** Thursday 27th July 2023
- **Opening Event Date and Time** Friday 28th July 2023 7pm-8:45pm
- **Exhibition Closing Date** Monday 7th August 2023
- **Dismantling Day** Tuesday 8th August 2023 10am-2pm.

Hanging Day

PLEASE NOTE:

- All hanging is done by the exhibitors on hanging day, it is a VERY busy day; there are no gallery hanging staff.
- It is essential you arrive with an understanding of these notes. Your pictures must be ready to hang to the specifications outlined below.
- An update/reminder will be posted on the AASPI website, before hanging day, listing the equipment necessary to make hanging day run as smoothly as possible.

Before

- Each image must be labelled on the back with your name, the image name and your contact details.
- Prints must be ready to go up on the wall, framed or mounted with the wire already in place as described in the *SITHOA Fact Sheet 3 – Image Hanging Guidelines*

On the day

- If you cannot attend on hanging day you will need to make alternative arrangements with a friend or family member. It must not be assumed the committee, or others will hang your images for you.
- Hanging day is a whirlwind of activity between 10am and 4pm
- Exhibitors are requested to arrive as early as possible and to help each other to hang and straighten efficiently.

- If you can hang around the committee would love help with putting the labels on the wall, wrangling hooks and wires, ladder holding and soothing nerves and general cheering up.

Opening Event

- There is an opening event scheduled on the **Opening Event Date and Time** above.
- Closer to the event a call out will be sent to exhibitors to remind them of the catering and other responsibilities and there will be event marketing posters etc that you may also be asked to distribute or hang in your local cafe or shops to promote *Shot in the Heart of Australia*.
- This is a celebratory night of all things *Shot in the Heart of Australia*, we self cater and clean up afterwards. As such exhibitors should expect to arrive early and leave a little late.
- Exhibitors may invite as many people as you wish to see the works on the walls.
- Guests such as artists and other interested groups are also invited by the committee.
- It will begin at 7pm and there will be extended viewing until 9pm.
- The event must finish on time to allow VAS staff to close up.

Exhibition Days

- *Shot in the Heart of Australia* exhibitors are expected to man the exhibition on the roster at least once during the exhibition. A call out for availability will be issued closer to the opening date.
- There will be a gallery staff member on hand during opening hours, but we are expected to have someone on duty in the gallery space as well each day.

Sales

- VAS do not handle sales or take a commission.
- Red dots will be supplied to be stuck on the labels of sold works
- A contact book will be either with the exhibitor on duty or at the front desk for prospective buyers to record their contact details.
- Exhibiting photographers whose work has sold will be provided the contact details of the purchaser to complete the sale.
- The committee does not coordinate sales transactions or delivery.

Dismantling Day

- As with hanging day, if you cannot attend dismantling day you will need to make alternative arrangements with a friend or family member. It must not be assumed the committee, or others will remove and store your images for you.
- Dismantling day is between 10am and 2pm
- Exhibitors are requested to arrive as early as possible and to help each other to strike the exhibition quickly and professionally.

- Again any help available to the committee pulling labels off the wall, wrangling hooks and wires, ladder holding and soothing nerves and general cheering up and celebrating sales would be much appreciated.

If you have any questions please check the resources tab documents on the website and T&Cs, if still not answered, let us know through the contact page on our AASPI website

If you have any suggestions for information to add to the fact sheet, please let us know through the comment contact page on the AASOI website