



Colac Otway Performing Arts & Cultural Centre
95-97 Gellibrand Street | Colac
03 5232 9418 | copacc@colacotway.vic.gov.au

Application to exhibit - COPACC Gallery Space

COPACC is proud to host exhibitions from established and emerging artists in our Gallery Space, located in the Public Foyer of the venue.

There are a few things to note before submitting your application:

- To allow opportunities to as many artists/groups as possible throughout the year, we generally aim to keep exhibitions to a duration between 2 and 4 weeks, including installation and bump-out.
- As the COPACC Office operates during business hours Monday – Friday, we suggest booking the exhibition with the allowance of installation days being a weekday in case you need any assistance, access to resources etc.
- Installation and bump-out is the sole responsibility of the exhibitor, however, if there are COPACC staff in venue, we are happy to assist where possible with resources such as step ladders, hanging filaments etc.
- To check whether your desired exhibition dates are available, please contact the COPACC office on 03 5232 9418 or via [email](#) prior to completing this form.
- Please note that all exhibitors must have a current Public Liability insurance certificate. If you don't hold your own policy, this can be purchased through the Colac Otway Shire website under Menu -> Forms & Applications -> Events -> Public Liability – Performers and Stall Holders or via customer service and on 03 5232 9418.
- If artworks are for sale, a comprehensive price list in digital format (preferably as a MS Word Document) MUST be provided prior to the exhibition opening.
- All artwork sales during - and as a direct result of - the exhibition will be charged a 10% commission.
- All artwork sales MUST be processed via the COPACC Office. We will provide a list of sales processed once the exhibition has concluded, on which you may invoice us for payment.
- Please be aware that we have a limited supply of hanging equipment (e.g. pins, Velcro etc.), and it is only available during business hours.
- Exhibiting groups must nominate contact details for a sole point of contact. This contact will be the creditor, invoicing for all sales made and being responsible for distribution of payments to the group.
- All exhibition openings are to be booked through the COPACC office and will be charged at standard venue hire fees, in accordance with Council's Fees and Charges. If you wish to provide alcohol at your opening, please discuss this as a liquor licence must be obtained prior to the event.



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In-house space and resources (subject to availability)

ELEMENT	MEASUREMENTS	ADDITIONAL INFO
Floor space	Up to 6m x 12m	Please discuss greater space requirements with COPACC staff
Gallery wall hanging space	12m w x 2.4m h	12m hanging wire with filaments. Max 20kg p/filament or metre of wire
Black display box - x 4	2.2m h x 1.3m w x 0.7m d	Can use Velcro (male only) or pins to hang
Glass casement (tall + narrow) - x 2	2m h x 0.6m w x 0.6m d	3 adjustable shelves, 1 light fitting
Glass casement (long + flat) - x 1	0.5m h x 2m w x 1m d	Single shelf – 0.7m from the ground
Glass casement (tall + wide) - x 1	2m h x 1.2m w x 0.6m d	3 adjustable shelves, 2 light fittings
White plinths	0.5m w x 0.5m d	There are a variety of heights available



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Exhibition Details

Exhibition Title	
Name of exhibiting artist/s or group	
Contact name	
Address	
Mobile phone	
Email	
Instagram presence	
Facebook page	
Exhibition description (approx. 250 words for promotional purposes)	
Additional info about the artist/s, group etc.	
Preferred dates for exhibition (including installation and bump-out)	
Arrival time for installation	
Arrival time for bump-out	
Date/time for exhibition opening (if applicable)	



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FEES & CHARGES

Element	Cost	Quantity required
Floor space	No charge	
Exhibition opening (after hours)	See Council's fees and charges	
Exhibition opening (business hours)	See Council's fees and charges	
Gallery hanging space	No charge	
Black Display Boxes	No charge	
Glass casement (tall + narrow)	No charge	
Glass casement (tall + wide)	No charge	
Glass casement (long + flat)	No charge	
White Plinths	No charge	
Technical Support*	See Council's fees and charges	
Bump in/out support*	See Council's fees and charges	
Lectern	No charge	
PA System (incl. 2 mics)	See Council's fees and charges	
Cordless Radio Mics	See Council's fees and charges	
Tablecloths	See Council's fees and charges	
Art sales commission	10%	

*Subject to availability



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APPLICATION CHECKLIST

- Check dates with COPACC
- Complete application form
- Book exhibition opening (if required) - request event booking form from COPACC
- Submit all required forms and marketing collateral to COPACC
- Organise bump in/out assistance and equipment
- Provide a copy of Public Liability insurance certificate

CONDITIONS

It is the responsibility of exhibitors to display all artwork, nothing is to be adhered directly to the Gallery wall. Ladders and trolleys are available on request.

COPACC has a hanging system in the foyer gallery (track sliders and filaments, stainless steel cable droppers and hooks). These are provided free of charge, but any lost or damaged filaments will be billed to the exhibitor at the replacement cost.

A COPACC staff member will provide information on using this system. Please leave the filaments, droppers and hooks hanging on the tracks on completion of your exhibition. Safe weight loads on hanging tracks and fixtures (walls and boxes) must be observed (refer to page 1). Free-standing artwork must be stable and capable of supporting itself.

COPACC reserves the right to reject works that are not deemed to be safe. Exhibitors are responsible for signage, labelling of artwork, keeping the exhibition tidy and catalogue production.

COPACC reserves the right to condense the exhibition at the Manager's discretion in line with the needs of the business. All work is installed at the exhibitor's own risk.