



## Members' Information

Exhibition at the Old Court House, Wollongong Harbour 2023

### **Dates & times:**

- Friday 01 September – bump in from 11.15am - 1pm.
  - **Do not** park in the OCH carpark before 11am; other people are using it before us
- Friday 01 September – opening function from 5pm
- Saturday 02 September – open 10am to 4pm
- Sunday 03 September – open from 10am to 4pm
- Sunday 03 September – bump out at 4pm (people can come and collect their purchases from 3pm)

### **Registration:**

A form will be emailed to everyone this week. Please fill this in as soon as possible, *even if you are not planning to exhibit your work.*

*Once you've filled out the form, you'll get an email with labels to put on the back of your hanging pieces. Keep an eye out for that – labels need to be stuck to the BACK of each piece to make the hanging process easier for the installers.*

**The cut-off is 11.45pm on Wednesday 23 August** – no exceptions.

**Information you'll need** to fill in the form includes:

- Your availability for bump in
- Your availability to be rostered on to sit the gallery
- Your interest in participating in the opening function – this involves bringing a plate and drink(s)
- Your availability for bump out
- Total amount of space you will need to hang your work



Plus, for each piece you intend to exhibit:

- Title
- Colour or Mono
- Genre
- Price (or Not For Sale)
- Measurements of the finished piece (mm)
- Description of finishing (eg: Printed on Fine Art Canvas in an Oak Frame)

Please bear in mind, this exhibition is for all Members, and we encourage everyone to participate.

The exhibition management team will curate submitted works. This includes deciding where each piece is hung.

You can exhibit up to 6 pieces on the walls – however, should there be too many pieces to fit into the space, the team will prioritise so that nobody is left out.

### **Exhibition Management Team**

***Volunteers needed, please!***

Duties include but are not limited to:

- Assisting any Members who need help with registration, etc.
- Managing bump in
- Curating the exhibition
- Managing the opening function
- Hanging the exhibition
- Managing bump out



## **Selling unframed / non-hanging pieces**

All Members have the opportunity to sell their matted prints.

These will be displayed on trestle tables in the main hall of the Old Court House. Buyers can take them home straight away.

*Please do not include prints that are:*

- Not matted at all
- Not matted properly (eg: print popping or hanging out of the mat)
- Dog-eared or otherwise damaged
- Marked (eg: fingerprints)

Members of the public will be able to sift through these prints, so each **must** be presented in a sealed cello bag. The bags are to protect prints from damage both whilst on display and during transport after purchase.

Cello bags are available to purchase from the Club if you do not have your own. The cost is \$1 per bag. Measurements are 400x500mm.

Inside each bag, please add a small, legible note with your name, the title and the sale price. The note should be at the **back**. The seal should also be at the **back**.

You can leave your Club competition information attached if removing it would create a mess. Examples are shown on the following page.

Volunteers who are sitting the gallery will process all sales. The Club will retain a 10% commission on sales of bagged, matted prints (there will be no commission taken from hanging pieces). The Club will cover the transaction costs of approximately 2% on card sales. Cash and cards will be accepted.

Proceeds from all sales will be dispersed to the relevant Members as soon as possible after the exhibition closes. Please note that this may take a week or more depending on how busy our Treasurer is at the time.



Members wishing to sell matted prints, please ensure they are on the table in the main hall of the Old Court House, no later than 3pm on Friday 01 September. These prints will not be catalogued, and there is no need to register them via the online form.

If you have any questions, please contact Kaz at [vp.wollongongcameraclub@gmail.com](mailto:vp.wollongongcameraclub@gmail.com) or text 0414 377 999. Thank you!

