**Moorabool Art Program Pathways (MAPP) Outdoor Galleries**

**Terms and Conditions for Exhibiting in Ballan or Bacchus Marsh**

**General**

Exhibitors must return a signed Letter of Agreement to Moorabool Shire Council prior to the commencement of the exhibition dates offered.

The exhibition period offered is inclusive of the time to install and dismantle the exhibit. It is generally assumed that the exhibit is put up on the first day of the exhibition period and removed on the final day unless prior alternative arrangement is made with Moorabool Shire Council.

The coordination and timing of the exhibitions timing and overseeing the installations the responsibility of the Arts Activation and Event Officer.

**Exhibit content and presentation**

Exhibitors are encouraged to include the name of the artist(s), group, collective or any relevant commemorative information. A brief introduction or background may also be included provided this can fit within the designated dimensions of the display, however more comprehensive information will be on the Council website which is accessed on site using the QR code link.

While it is not the intention of Moorabool Shire Council to make judgement on the aesthetics or artist merit of the works, displays must not be deliberate in causing offence, must be sighted prior to acceptance, and Moorabool Shire Council reserves the right to end the exhibition before the due date, or work with the artist to remove or alter any single element of the display that may be cause public distress or deemed to be unsuitable.

Exhibitors are permitted to display a catalogue of works that may indicate whether any works are for sale and the artist/organisations contact details. The selling of artworks and any associated financial transactions are entirely the responsibility of the exhibitor.

**Installation and Maintenance of Exhibit**

The Exhibitor is solely responsible for the handling of artworks that go into the galleries, Moorabool Shire Council officer will provide access to the galleries and subsequently secure the galleries on site with the Exhibitor.

The Exhibitor is responsible for planning the layout of the exhibit and must be present to manage the installation on the agreed date as outlined in the letter of agreement.

Council will not be liable or take any responsibility if the Exhibitor, or any person(s) associated with the Exhibitor injures themselves in the installation or removal of exhibits. Exhibitors are responsible for their own actions and perception of risks in the setting up or taking down of exhibits.

**Supervision of exhibit**

The public nature of the light boxes means that there is no supervision by Council Staff once the exhibit is installed. Council will, as a matter of course, schedule regular checks of the boxes for vandalism or signs of attempted vandalism and will notify exhibitors immediately should there be any damage noticed. In the event of vandalism, the Exhibitor may choose to remove their works.

Council takes no responsibility for the care of artworks once installed and any loss or damaged items are entirely the responsibility of the Exhibitor.

**Insurance**

Insurance of works, props and all materials on display is the responsibility of the Exhibitor. Council is not responsible for any damage, theft or mishap that may occur to artworks while on exhibit within the galleries.

Evidence of insurance must be provided to Moorabool Shire Council prior to installation of works and prior to payment.

**Media**

Moorabool Shire Council can assist with cost with printing in the form of invitations, posters, flyers etc, as well as promotional and media releases. Exhibitors must release permission for information regarding their exhibition and its creator/s, and high-resolution images relevant to the exhibition (photos of artwork) to be published on the Moorabool Shire Council website and social media posts. This will be complimented with Moorabool Shire Council logo.

The Exhibitor should make themselves available where possible for media related interviews and support the exhibition through your own promotional channels and networks and also share any commentary, feedback and communications from art collectives, media or the general public with Moorabool Shire Council.

**Sales of Artwork by Exhibitor**

Any artwork sales generated are to be handled directly with the artist or exhibitor. No monies will be accepted by Moorabool Shire Council staff. The Artist Bio and information in relation to the exhibition channelled via the QR code link is the appropriate platform for details of any art that is for sale.

**Conclusion of the Exhibition**

Exhibitors will be responsible, with prior arrangement, to meet with Council Staff and remove works at the agreed completion of the exhibition.