

INFORMATION SHEET

Visitor Information Centre Gallery



About the Gallery

The Port Adelaide Visitor Information Centre (VIC) is a service of the City of Port Adelaide Enfield (PAE). It opened in 1997 and offers an information service for visitors and locals in the heart of the Port Adelaide State Heritage Area at 66 Commercial Road, Port Adelaide.

The VIC is open Mon – Sun and Public Holidays 10am – 5pm. This may be subject to change in line with directions from SA Health, and any alterations as deemed reasonably required by the Visitor Information Centre for its operating purposes.

A gallery space has been established to showcase the work of local visual artists, craftspeople and designers.

Artists are welcome to apply for an exhibition slot, indicating their top two preferred months. If these months are unavailable, alternatives may be offered. Each artist can apply for one booking per calendar year. The acceptance of applications is at the discretion of VIC staff, ensuring fair exposure, content freshness, and a diverse range of exhibitions to engage and attract visitors.

Please note some months the gallery may be blocked out for Council run exhibitions or events.

There are two rooms available, they may be hired together or separately. If hired separately, the remaining room will be offered to another exhibitor. The approximate space available is detailed below:

Gallery Wall Space - Room 1 (far room)

Starting left of doorway	Width (excluding windows and doorways)	Height to picture rail
Wall Space 1	1270mm	2800mm
Wall Space 2	780mm	2800mm
Wall Space 3	890mm	2800mm
Wall Space 4	630mm	2800mm
Wall Space 5	2750mm	2800mm
Wall Space 6	3600mm	2800mm
Wall Space 7	1270mm	2800mm

Gallery Wall Space – Room 2 (middle room)

Starting left of doorway	Width (excluding windows and doorways)	Height to picture rail
Wall Space 1	760mm	3200mm
Wall Space 2	1700mm	3200mm
Wall Space 3	1270mm	3200mm
Wall Space 4	2840mm	3200mm
Wall Space 5	2840mm	3200mm

Hiring the Gallery

Applications for hire of the gallery space are subject to a selection process, and artists are required to apply online at : <https://www.cityofpae.sa.gov.au/forms/visitor-information-centre-art-gallery-booking-request>. Preference is given to artists residing within the City of Port Adelaide Enfield or whose art has some connection to the City of PAE. The application must include:

- An outline of the exhibition content/concept (no more than 100 words)
- Minimum 2 Hi res images of proposed or indicative work (these must be good quality images, preferably sized to 1600x1200 pixels in landscape format. Images should not include text or logos. These images will be used for promotional purposes for your exhibition)
- Links to artists website or social media pages if applicable

There is no hire fee, or commission on items sold. Art sold through the Visitor Information Centre will only be required to pay 10% GST, if the artist is registered to collect GST. Artists must have a current ABN or must complete a Statement by a Supplier Form.

Artists and collectives are required to invoice Council for payment of any sold artworks. This will be actioned at the end of the exhibition.

Collectives & Art Groups must nominate 1 group member to act as representative on behalf of the group. VIC staff will liaise with this representative and all communication will be via the nominated representative relating to the groups gallery application and exhibition.

All potential exhibitors should visit the space prior to submitting an online VIC Gallery Booking Request and direct any further enquiries to visitorinfo@cityofpae.sa.gov.au.

Artwork Guidelines

All artwork:

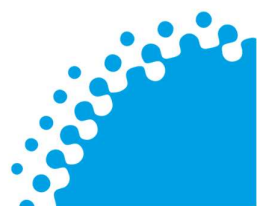
- Must be presented in a professional manner
- Must not be considered racist, sexist or offensive
- Must not to be a copy of another work or contravene copywrite or intellectual property laws
- Must not to be an occupational health and safety risk or hazardous to the public

Installing and De-installing of Artwork (bump-in and Bump-out)

Exhibitors are responsible for installation and de-installation of all artwork.

The gallery is available for an artist or artists to install from midday on the last day of the month, and then de-install on the last day of the following month (eg June exhibition, install from midday on 31st May, de-install 10am 30th June)

- All work must be presented, mounted, prepared for hanging, installation or display by the exhibitor
- The exhibitor is responsible for installing and de-installing all work
- Hanging mechanisms must be compatible with the VIC hanging system
- The hanging system is a hook ratchet system with a weight bearing capacity of 15kg and 2 hook ratchets per piece of artwork
- White Gallery style plinths are available for sculptural pieces
- All work must be accompanied by a professional typed gallery style label printed on cardstock (see example below), and fixed to the walls/plinths using white tac



Artist Name
Artwork Title, Year
Medium
Size
Price
www.website.com @instagramhandle

What we Provide

- The Gallery Space
- Gallery Hanging Guide
- Access to ladders
- All hanging cords and hooks
- White Plinths
- White tac
- Poster stand for A4 (inside) and A3 (outside) to advertise your exhibition
- Banking system to facilitates art sales
- Exhibition Poster (or you may choose to produce your own)
- Venue space for an exhibition opening event if required

What you Provide

- All artwork mounted and framed with appropriate fittings for the hanging system in the VIC
- Gallery Labels printed on cardstock (see example above)
- Catalogue with pricing (using template provided)
- A short biography and hi res images of your artwork to be used for promotional purposes

