

# Brunswick Neighbourhood House Gallery

## Exhibitor Information Pack

BNH Gallery is happy to offer a welcoming space where artists and audiences can meet, share ideas, and celebrate local creative practice. The gallery aims to provide emerging artists with an opportunity to exhibit their work while contributing to Brunswick's vibrant creative community. These exhibitions particularly support artists who have had limited opportunities to publicly display their work in a friendly, accessible community setting. We work alongside artists throughout the exhibition process and provide support with preparation, promotion, installation, and the opening night sales table, and fundraising bar.

Solo or group exhibitions that are ready to hang and include enough artworks to fill the space are particularly well suited to this Expression of Interest. However, we strongly encourage artists to apply regardless of the stage they are at in their practice. If we receive multiple applications with a smaller body of work than required to fill the space, we will explore the possibility of presenting a curated group exhibition either later this year or next. We encourage you to apply and be part of our growing creative community.

### Dates:

We will have a total of 3 exhibition spots available in 2026:

- **July**– *Please note this exhibition will have a shorter timeline to allow for EOI process. We will aim to notify July artist by 8<sup>th</sup> June to allow time for preparation. We recommend artists who have a clear exhibition ready to go apply for this date.*
  - Bump-in date: Week of 29<sup>th</sup> May, flexible times.
  - Opening: Friday 3<sup>rd</sup> July, runs until Thursday 30<sup>th</sup> July.
  - Open hours: Tuesdays 10-12pm on 8, 15, 22, 29 July.
  - Bump-out date: Thursday 20<sup>th</sup> and Friday 31<sup>st</sup> July.
- **August** -
  - Bump-in date: Week of 3<sup>rd</sup> August, flexible times.
  - Opening: Friday 7<sup>th</sup> August, runs until Thursday 3<sup>rd</sup> September.
  - Open hours: Tuesdays 10-12pm on 11, 18, 25 August, 1 September
  - Bump-out date: Thursday 3<sup>rd</sup> and Friday 4<sup>th</sup> September.
- **September** –
  - Bump-in date: Week of 14<sup>th</sup> September, flexible times.
  - Opening: Friday 18<sup>th</sup> September, runs until Thursday 15<sup>th</sup> October.
  - Open hours: Tuesdays 10-12pm on 22, 29 September, 6, 13 October.
  - Bump-out date: Thursday 15<sup>th</sup> and Friday 16<sup>th</sup> October.

### **How to apply:**

Submit your application online using our Expression of Interest Application Form.

<https://www.surveymonkey.com/r/LFYC8DC>

For a Microsoft Word Document or PDF version of this form, please contact

[julia@bnhc.vic.edu.au](mailto:julia@bnhc.vic.edu.au) or call 9386 9418 (Mon-Wed).

### **To be eligible:**

BNH Gallery seeks to support local artists, living, working, studying or making in Merri-bek.

Please describe your connection to the local community in your application.

### **Exhibit Space and System**

The exhibition space consists of our main hall and a curved corridor leading to our second classroom, providing a total of four areas for hung work. The walls are suitable for framed works installed on our hanging tracks. Due to our set up, we cannot accept free-standing or sculptural works. All works must be wall hung preferably canvas, board, or framed. Textiles and hung mobiles are also possible. Please note our walls cannot be painted and are mostly textured mudbrick (see Floor Plan images later in the document).

Our exhibition space is a high traffic area. BNH operates classes during the week in the main hall including outside of business hours, as well as weekend venue hires. Although all care and considerations are given to the safety of the works on display, artists exhibit works at their own risk. BNH takes no responsibility for any theft, loss, or damage to artwork during transportation or display and recommends that all exhibitors have artwork/artist insurance for the duration of their exhibition (including installation and dismantling) and exhibition openings.

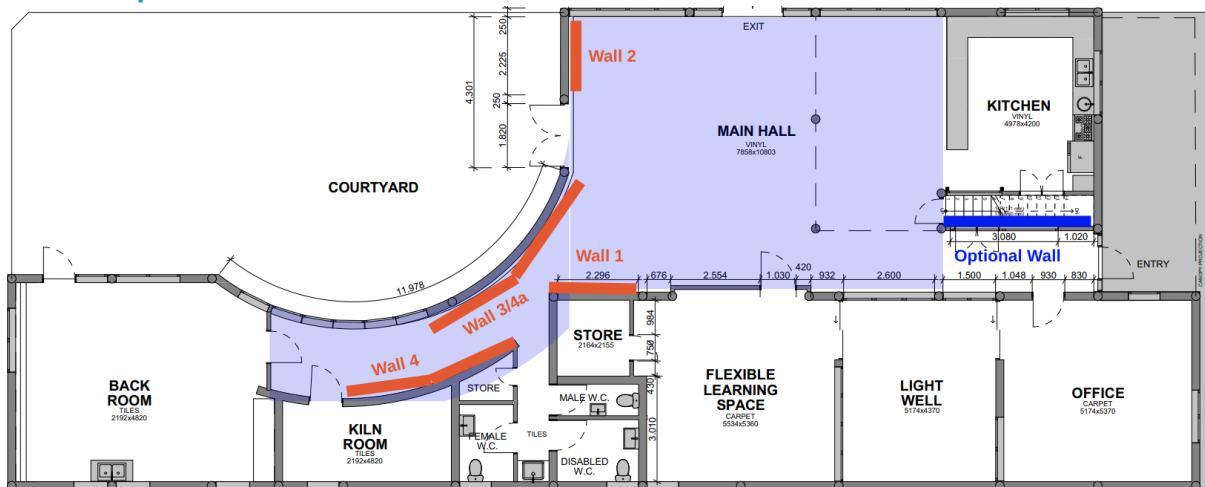
The Exhibitor must supply all artworks ready to hang. This means 2D artworks must have two (2) x D rings and a wire attached to each artwork and are suitable for the weight of the artwork and our STAS hanging system. The system is rated to 15-20kg. Therefore, each artwork should not exceed 20kg. Artwork must not be fixed to the wall in any way, including being pinned, glued, or blue-tacked.

### **Selection Criteria:**

We welcome proposals for solo or group, exhibitions. Applications will be assessed based on the following criteria:

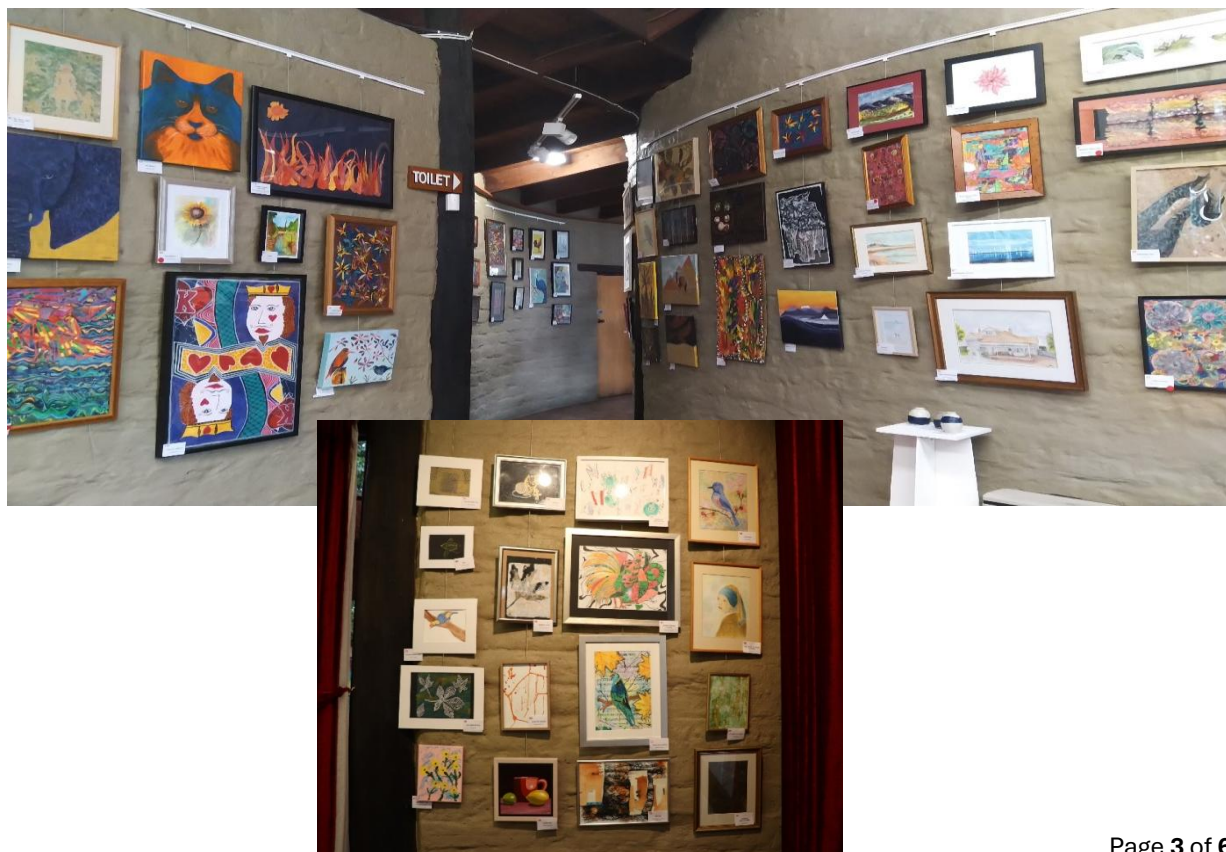
- Connection to local area – artists who are involved in the Merri-bek community
- Emerging artists who have had limited opportunities to exhibit
- There is a clear body of work ready (or mostly ready) to be exhibited, that will fit the gallery space (quantity, size, appropriate for hanging system)
- The proposal demonstrates potential to engage and resonate with the local community.
- BNH values inclusivity, diversity, sustainability, and community connection. These principles guide our exhibition selection and reflect our commitment to maintaining a welcoming, community-focused space.

Floor plan



Wall	Description	Measurement (H) x (W)
Wall 1	Mudbrick wall in main space	290cm x 200cm
Wall 2	Corner mudbrick wall in main space	290cm x 165cm
Wall 3/3a	Curved mudbrick wall (window side)	300cm x 405cm / 105cm
Wall 4	Curved mudbrick wall (inner)	300cm x 435cm
Optional	Small area in front entrance	110cm x 185cm

*Please note while photos show our Annual group exhibition featuring many smaller artworks, this space is suitable for an exhibit with fewer larger pieces as well.*



## Example Artist Timeline

Timeline	Exhibitors Checklist
<b>4 weeks</b> prior to exhibition Opening	<b>Provide Background blurb</b> on exhibition including artist biography  <b>High resolution images</b> of artworks for use in social media posts
<b>3 weeks</b> prior to exhibition Opening	<b>Publicity:</b> BNH to commence social media posts  Artist(s) to organise own Facebook /Insta posts, plus if desired community FB sites, local media
<b>3 weeks</b> prior to exhibition Opening	<b>Poster: created by the House</b>  Artist may wish to distribute
<b>2 weeks</b> prior to exhibition Opening	<b>Exhibitors List of Artist Works:</b> supply complete list of works for sale in a Word table with artist name, title of work, price, medium and size (template provided)
<b>Week of exhibit</b>	<b>Publicity:</b> BNH to do second social media posts
<b>Week of exhibit</b>	<b>Installation of Artwork</b> with name, title of work & price written on back
<b>Opening</b>	<b>Opening Event/Launch</b>
<b>Final day</b> of the exhibition	<b>Bump out/collect artwork.</b> BNH to advise purchasers of collection date the week before exhibition end.  <b>NOTE:</b> the House cannot store artworks following the end of the exhibition. All artworks not sold must be removed on the last day.
<b>30 days/ at the end of the month</b>	<b>Sales: Payment and Commission</b>  BNH will do a reconciliation at the end of the month of your exhibition and payment less 10% commission will be made within 30 days

### Exhibitor provides:

- Background information about the exhibition, including the exhibition name, artist statement(s), and a selection of high-resolution images of artworks for use in BNH marketing.
- A complete list of exhibited works—including titles, materials, and dimensions—at least two weeks prior to the exhibition opening (a template will be provided).
- Assistance with promoting the exhibition and opening event through your own social media or networks, in addition to BNH's marketing.
- All artworks ready to hang or display, with appropriate hanging mechanisms, by the scheduled installation date.
- All transportation of artworks to and from the venue, including during installation and deinstallation.
- Installation of artworks preferably on the Thursday or Friday before the exhibition opens, subject to BNH's venue availability.
- Pack down and removal of all artworks at the agreed time and date, as confirmed with BNH.

### BNH provides:

- Access to the exhibition space, including use of the gallery hanging system.
- Coordination, guidance, and support in the lead-up to the exhibition—including an induction to the space and hanging system.
- Coordination of the Opening Night bar and artwork sales, including preparation of wall labels, a sales list, and a volunteer team to assist on the night.
- Printing of wall labels and the artwork sales list (standard copy paper).
- Processing of artwork sales through BNH (see Sales).
- Design of promotional materials for the exhibition and opening night, for local distribution and display on the BNH noticeboard (printed in-house on copy paper).
- Pre-event promotion via BNH's newsletter and social media platforms (Instagram and Facebook), including at least two posts shared with our combined audience of over 6,400 followers.

### Artwork Sales

BNH will look after taking payment for the sale of artworks (card only), with card fees payable by the buyer. BNH takes a 10% commission fees on artwork sales.

Remaining proceeds from sales go directly to the exhibitor/s.

BNH will organise pick up session for buyers during the deinstallation dates. Any remaining sold artwork must take place outside the House. The buyer's details will be passed directly to the exhibitor/s, who will be responsible for contacting the buyer to arrange collection of the artwork.

At the close of the exhibition, BNH will provide a full statement of artwork sales and fees breakdown. BNH will transfer monies owing in a single lump sum to the exhibitor's nominated bank account.

## **Exhibition Term and Conditions**

1. All sales will be processed through BNH, and any card transaction fees will be charged to the purchaser.
2. A 10% commission on total sales is payable to BNH at the end of the exhibition.
3. At least 90% of the exhibited works must be available for sale during the exhibition.
4. All sold artworks must remain on display until the exhibition concludes.
5. Payments for sold works will be made to the exhibiting artist(s) within 30 days of the exhibition's closing date.
6. Any photos or images taken by BNH or provided by the exhibitor may be used by BNH for future promotional and marketing purposes.
7. While BNH will take reasonable care with all artworks, we are not responsible for any loss, damage, or theft.
8. BNH will coordinate the opening night fundraising bar, with all proceeds going towards supporting community programs.
9. Exhibition viewing is available during our Chatty Café social program, held on Tuesdays from 10:00am to 12:00pm.
10. Once your participation is confirmed, you'll receive a schedule outlining key dates and expectations—this includes installation and pack-down times, information required for promotional materials (e.g. catalogue and wall signage), a venue induction, and publicity timelines.
11. BNH reserves the right to make any curating decisions in accordance with considerations to the operational needs of the House.