



Exhibitor Information Kit

Rusten House Art Centre

www.qprc.nsw.gov.au

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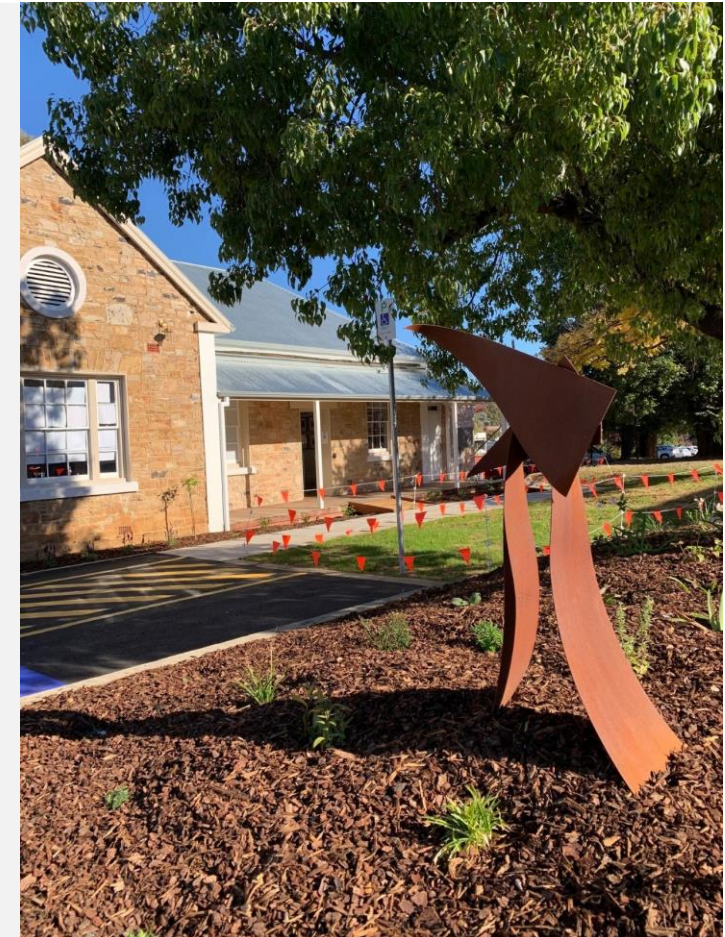
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View out the front of Rusten House Art Centre, showing sculpture *Gemini*, 2021 by Keith Bender

For additional enquiries email Cultural.Services@qprc.nsw.gov.au or phone Rusten House staff on 02 6285 6356

Information



Early photo of Rusten House circa 1876. Image Courtesy of the Queanbeyan Museum. Photographer Unknown.

Overview

This Exhibitor Information Kit is a comprehensive guide to prepare you for exhibiting at Rusten House Art Centre. It provides general gallery information and outlines basic requirements, timelines, provisions and guidelines for exhibiting with us.

This document comprises three main parts: Before, During and After your exhibition.

A Brief History of Rusten House

Rusten House began its life in 1862 as Queanbeyan's second hospital. It was used as the region's main hospital up until 1914, when a small eight bed facility was opened in Canberra. In the 1930s, Rusten House transitioned from a hospital to a nurses' quarters to service Queanbeyan's newer well-equipped 1933 hospital. When Rusten House ceased to be used as a nurses' quarters, it went on to house a variety of allied health services and at one time Rusty's Café. In 1988 a permanent conservation order was placed on Rusten House, and the original hospital building and grounds were included on the NSW State Heritage Register in 1999.

In 2021, Rusten House opened to the public as a community art centre and gallery, following renovations for reuse as a gallery and workshop facility. It is owned and operated by Queanbeyan-Palerang Regional Council.

As a NSW Heritage listed building, Rusten House Arts Centre offers a truly unique space to exhibit, and requires some special attention when utilising the spaces.

For additional enquiries email Cultural.Services@qprc.nsw.gov.au or phone Rusten House staff on 02 6285 6356

Our Galleries

We have four beautiful gallery spaces for you to choose from at Rusten House Art Centre

Gallery 1 – Fever Ward Gallery

- 8.8m x 4.2m floor area
- Our largest and most adaptable exhibition space. It has false walls and is the only space that can be nailed, drilled and impacted.

Gallery 2 – Petite Gallery

- 4.44m x 5.4m floor area
- This gallery has rendered heritage listed rubble walls and there are a number of door and window intrusions on the wall spaces.

Gallery 3 – Reading Room Gallery

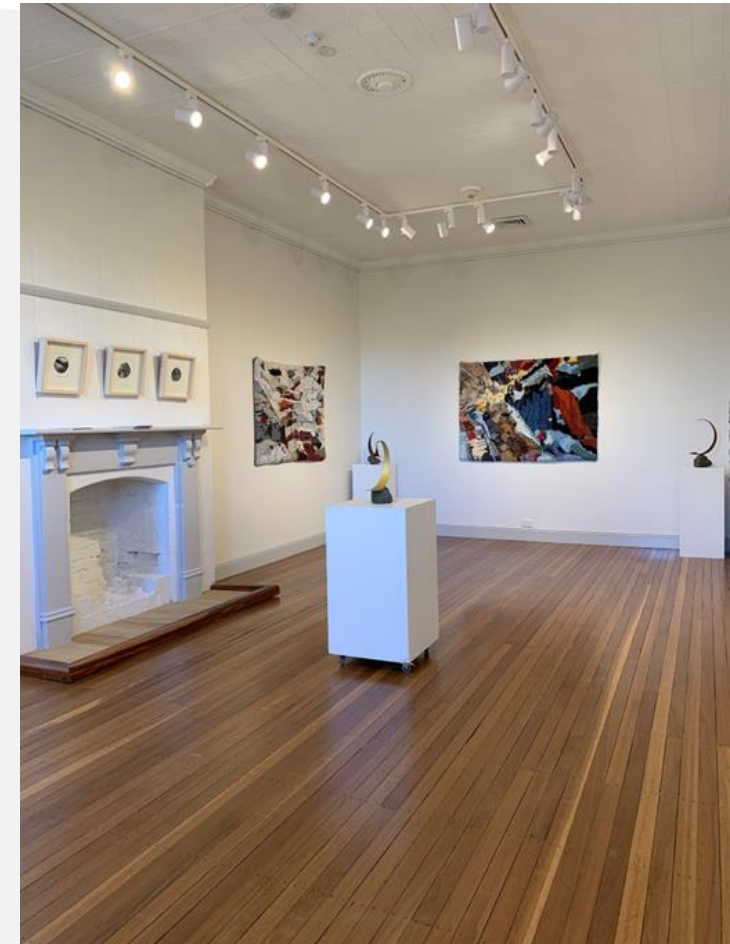
- 4.44m x 4.36m floor area
- Our smallest but most intimate exhibition area ideal for small to medium works. This space is by invitation only.

Gallery 4 – The Workshop Gallery

- 4.4m x 5.5m floor area
- A multipurpose space available for meetings, art demonstrations, book launches and more.

Please NOTE:

- Exhibition booking periods are set in the prior year and are filled by applicants on a first come basis. We recommend you contact the Culture and Arts Team at least 12 months prior to your desired exhibition date to discuss your project and availability of space.
- Floor plans and equipment lists are available on request.
- Full Terms and Conditions are available on our website.
- Fees and Charges are available on our website.
- If your exhibition and hire proposal is accepted, you will be required to sign a binding agreement and make payment to secure your exhibition dates.

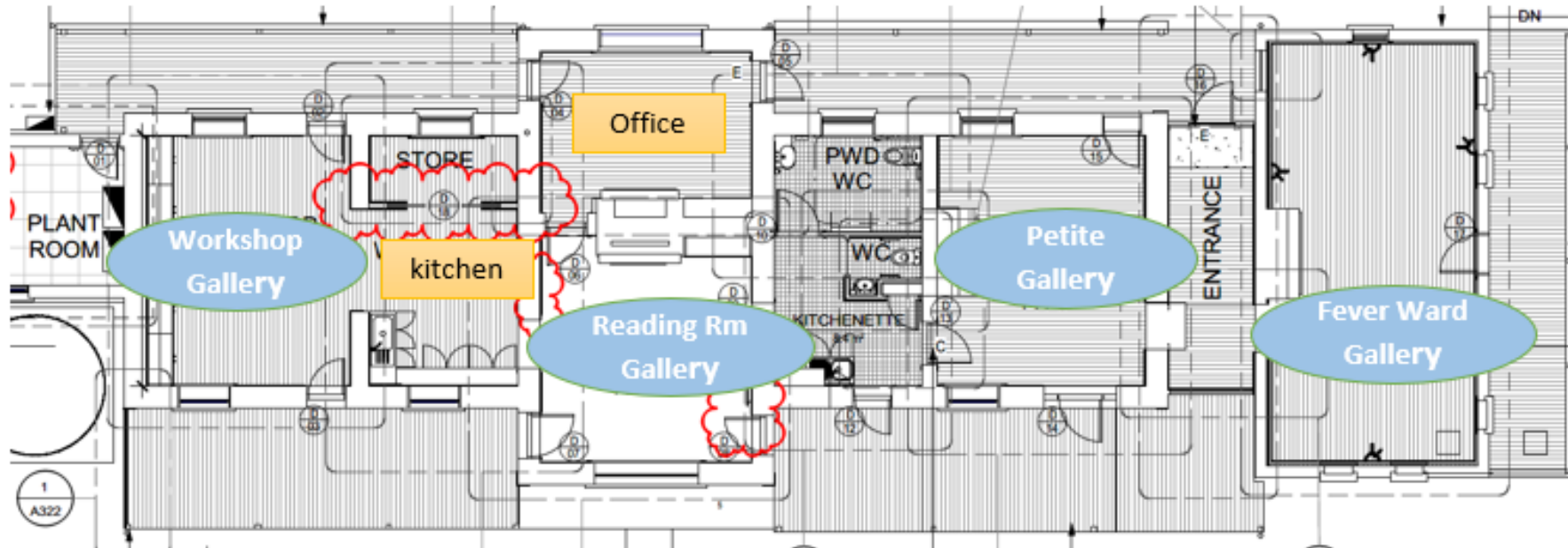


Fever Ward Galley 1, Rusten House. Installation view of opening exhibition *Artscape, 2021*

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Our Galleries

Rusten House Art Centre Floor Plan



*Individual gallery floor plans may be available on request

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Preparing For Your Exhibition

Your Artwork Production & Planning Stage



Outsiders Studio – Captains Flat NSW

- **Create an exhibition Plan** - It is important to consider the space and the works you choose to exhibit. Plan to visit the gallery several times, get the floor plans and have an idea of maximum and minimum number of works required to successfully display your work at its best.
- **No wet artworks in your exhibition** – we shouldn't have to say this, but it happens. For the protection of our special building, its heritage walls and floors NO wet or damp paintings/artworks will be allowed into the space. Plan your production time in accordance with your installation date to ensure this does not happen.
- **Rear of artwork hanging requirements** – our gallery hanging system works best when 'D' rings are installed on the rear near-top of the artwork. We cannot hang from small eyelets or from stapled cords. Please consider this when preparing your works or when ordering your framing. Un-framed works can be accommodated but with prior approval of the gallery manager and a plan developed for the installation of these works.
- **Artwork pricing** - if this is your first exhibition, we advise you ask a number of experienced friends and colleagues to assist you with price pointing your artworks.
- **Make an appointment** - to discuss with our experienced team your exhibition needs and how we can assist you to activate the space to fit your vision.

For additional enquiries email Cultural.Services@qprc.nsw.gov.au or phone Rusten House staff on 02 6285 6356

Preparing For Your Exhibition

Gallery Location & Access

Rusten House Art Centre is located at 87 Collett Street, Queanbeyan, on the southern downhill side of the Queanbeyan District Hospital.

Gallery Opening hours are: Wednesday – Saturday, 10am - 4pm.

Rusten House is staffed during these times but may be briefly closed at lunch time if required. Exhibitors are encouraged to assist with gallery sitting during their exhibition, particularly on Saturdays when visitation is at its peak.

There is limited car parking on site, which includes one accessible parking bay, approximately 12 metres from the main door and 11.5 metres from the workshop door. There is ample street parking available on Collett Street during weekends.

For our exhibitors and visitors with mobility requirements, ramps are provided for entering the gallery at both the main entrance and our workshop space, and an accessible toilet is on site, inside the building. We have resting chairs in our Reading Room Gallery, free public Wi-Fi and drinking water available for visitors. If you have any other specific access requirements, please discuss with our team.

Exhibitors delivering large or heavy works, that require special handling or moving equipment, please consult with gallery staff prior to bringing them on site. A delivery parking spot can be made available close to the building but only by prior arrangement.



For additional enquiries email Cultural.Services@qprc.nsw.gov.au or phone Rusten House staff on 02 6285 6356

Preparing For Your Exhibition

Exhibition Installation & Induction

- **A comprehensive exhibition installation guidelines document** will be sent to you once your exhibition is confirmed, outlining the variety of hanging and install options and guidelines for a successful installation.
- **It is important you make an appointment** to discuss your exhibition and installation plan with gallery staff in the months prior to installation, to allow for display ideas to be accommodated and a smooth install day.
- **Exhibition installation must commence and be completed** on the day designated in your exhibition agreement. These are pre-set due to scheduled deinstalls and opening event dates.
- **Exhibition installation, curation and deinstallation is the responsibility of the exhibitor** but overseen by the Rusten House staff. Some assistance from gallery staff may be available via prior arrangement.
- **No artwork packaging materials are to be left onsite** during your exhibition.
- **Gallery staff are responsible for lighting and wall numbering** of the exhibition after you have installed your exhibition.

WHS - Work Health & Safety at QPRC

We take WHS seriously at QPRC and these Guidelines & Checklists are used as general information to help manage a professional and SAFE art installation.

- Your exhibition installation can only commence after a WHS induction has taken place by a member of Rusten House staff, on the day of your install.
- **Exhibitor Guidelines that will be supplied...**
 - Exhibition checklist
 - Installation guidelines
 - WHS documents will be supplied at install briefing
 - Opening event guidelines
 - De-installation guidelines

You will be provided with these checklist/guidelines in the lead up to and on the day of your exhibition install

Preparing For Your Exhibition

Installation & Gallery Equipment Provided

Our team are on site to assist and advise you during your exhibition installation but DO NOT do the installation for you. We suggest you organise a team of 2 to 4 people to assist you, this is dependent on the number of artworks to be hung and the complexity of your exhibition installation.

A large platform ladder will be provided BUT can only be moved from room to room by gallery staff – correct use of the ladder within a gallery space by its wheeling system will be explained to users - a 'working at heights' info sheet will be supplied to exhibitors.

An installation equipment trolley will be supplied with the following contents: hooks, blue tac, tools, painters' tape, magic tape, museum gel, tape measures, rulers, scissors etc.,

Trestle tables will be provided to exhibitors in the gallery spaces for artwork sorting.

The placement of 'Exhibition Install' signs by QPRC staff is mandatory for the protection of visitors from entering a work site – any movement of these signs must be done in consultation with staff.

Explanation of our gallery hanging and hook systems will take place by gallery staff prior to installation commencing.



Preparing For Your Exhibition



Insurance & Artwork Handling

We understand that some exhibitors do not have individual professional insurance.

QPRC's Institutional insurance policy covers artworks whilst in our gallery spaces and PLI (Public Liability Insurance) for visitors whilst on our properties.

However, insurance for the transportation of works to and from our venues, is the sole responsibility of the exhibitor and at their own discretion.

You will not require PLI, for the standard display of works and participating in our free public programs. However, if you wish to facilitate paid workshops on site, as part of your exhibition program you will need to supply proof of a current PLI policy.

Professional and amateur artist's insurance is available through organisations such as NAVA and Duck For Cover but not limited to them. We recommend you shop around to find an insurance policy best suited to your practice and activities.

For additional enquiries email Cultural.Services@qprc.nsw.gov.au or phone Rusten House staff on 02 6285 6356

Preparing For Your Exhibition

Marketing & Promotion

- You will be provided with a calendar of dated deadlines for supplying marketing information for your exhibition, which includes the following:-
 - ☐ Exhibition statement – about your upcoming show 50-100 words
 - ☐ Artist statement – about your art practice and inspirations 50-100 words
 - ☐ High quality images of your artwork – 1MB minimum hero image + extras
- These form the basis of our marketing campaign for your exhibition. The timely supply of this information allows us to meet marketing needs. For instance, Art Guide Australia deadlines are one month prior to their publication, which may be three months prior to your exhibition.
- QPRC will only use supplied images for promotion of the exhibition and related program and will not use them for any other purpose without the consent of the exhibitor.
- The cost and organisation of additional paid advertising or promotion (catalogues/invitations/newspaper advertising) is entirely the responsibility of the exhibitor.
- Any additional advertising or promotional material must include the QPRC logo and acknowledge the Rusten House Art Centre. Logos can be inserted into artwork advertisement by prior arrangement of the exhibitor.



Rusten House

Rusten House Art Centre is an 1861 NSW Heritage listed building, renovated for reuse as a gallery and workshop facility.

Rusten House

Rusten House Art Centre is an 1861 NSW Heritage listed building, renovated for reuse as a gallery and workshop facility. Opening for the first time to the public as a community art centre and gallery from mid April 2021, it is owned and operated by Queanbeyan-Palerang Regional Council.

The Centre is located at 87 Collett Street, Queanbeyan, and you can contact staff on 02 6285 6356 if you are interested in either hiring or exhibiting there.

Current and upcoming exhibitions

29 July - 19 August 2023
Endless Possibilities
All Sorts Artist Collective

'The Allsorts' are a collective of artists from Canberra and surrounds. The exhibition 'Endless Possibilities' reflects the diverse styles of the group's work through their approach to nature of the area.



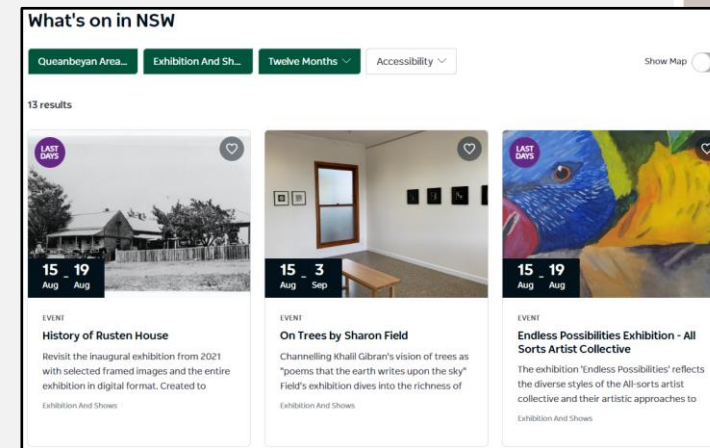
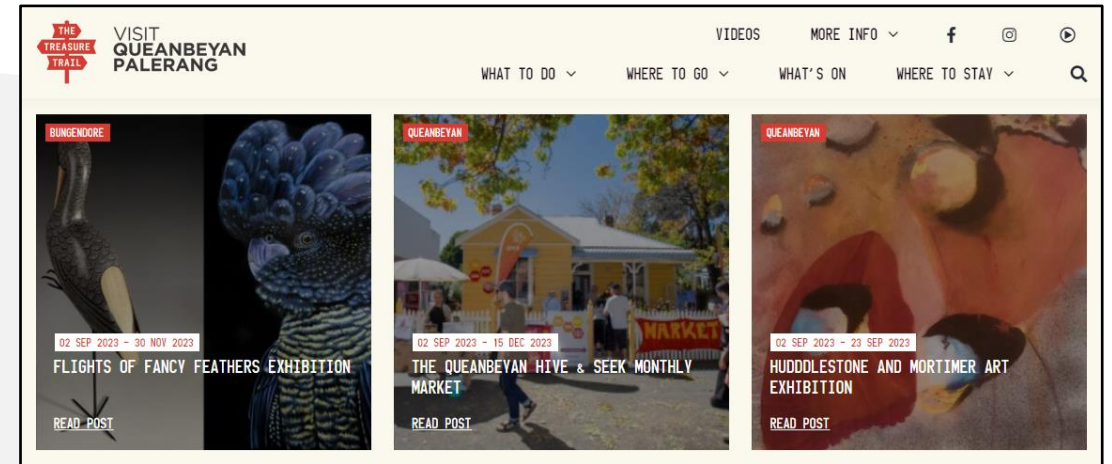
Image: Katie Volter, Cheeky Chap. 2023.

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Preparing For Your Exhibition

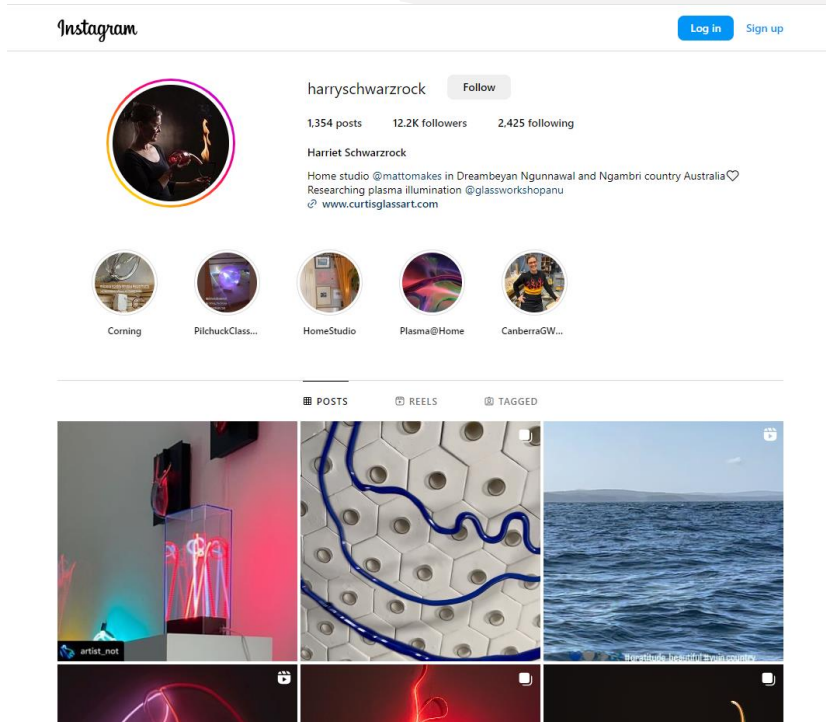
Marketing & Promotion – what we do...

- **Media Release**
We prepare a media release from your provided hero image and information. This is forwarded by our communications team to over 30 regional media outlets in the month leading to your exhibition.
- **Social Media**
We create posts about your exhibition for QPRC's Facebook and Instagram accounts.
- **Art Guide Australia**
Your exhibition will be listed in this national bi-monthly print magazine and their online website event listing.
- **ATDW – Destination NSW & Treasure Trail websites**
Your exhibition will be listed on these major tourism websites.
- **QPRC website**
Your exhibition will be listed on the Rusten House section of the QPRC website with your provided hero image and information.
- **Inhouse Posters**
We create a poster from your provided image which we distribute throughout Queanbeyan and provide you with a digital and printed copies.
- **Digital DL invitations**
We create a DL format digital invitation card from your provided image that you can email to your networks.
- **QPRC Libraries & facilities inhouse DL brochures**



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Preparing For Your Exhibition



Instagram capture of local Queanbeyan glass artist Harriet Schwarzrock

Marketing & Promotion What we recommend you do...

- Share our digital resources on socials and to your own mailing lists.
- If you have a website or online shop, list your exhibition details.
- Create a Facebook event listing for your exhibition and opening event.
- Post on social media frequently in the lead up to your exhibition – you may want to include behind the scenes glimpses of the installation or framing process, or teasers of what will be exhibited.
- Consider printing your own flyers or posters that can be distributed locally i.e. at local shops, cafes or cultural venues that grant permission to leave printed collateral.
- Look for other opportunities to promote your exhibition – i.e. radio interviews and other external listing opportunities.
- Promote the closing date and last chance to see your exhibition.

For additional enquiries email Cultural.Services@qprc.nsw.gov.au
or phone Team Leader for Culture & Arts - Janita Byrne 0409438953

Preparing For Your Exhibition

Room-Sales Sheets & Artist Profiles

- As an exhibitor, you will need to provide a list of works to be exhibited. This includes – name of work, medium, size and sale price or NFS (Not for Sale listings).
- This list needs to be supplied in digital format two weeks prior to your exhibition installation, this time frame is requested so we can make the necessary formatting in a timely manner i.e. the more artists in an exhibition the more formatting required.
- A template will be provided for this – we then format the full list for printing – see example on right.
- To facilitate art sales, all works of art for display and sale must be itemised on this template or will not be accepted for exhibition. Late inclusions are by negotiation.
- We include a short exhibition statement on the sales sheet, but an artist bio/statement can be included as wall information but must also be provided two weeks prior to install for formatting and printing.
- These time frames are requested so we can all focus on the installation when your artwork arrives.
- **We recommend all works be identified on the rear of the work with artists name, title and sale price as supplied on your list, to avoid any confusion at install time.**

MAGPIES and MORE by MARIA O'DONAHOO

Rusten House Art Centre

2 September – 21 October 2023

Artist Statement

MAGPIES and MORE is predominantly a collection of paintings showcasing my love of magpies and all their unique and quirky mannerisms. The majority of paintings are fairly simplistic in black and white, but it is that contrast that makes magpies so recognizable and so appealing to me.

The exhibition also features a few coloured and textured artworks to highlight another direction my work is taking. I love mix media and recycle frames and materials where possible.

List of Works: Reading Room Gallery

1. The Aviator	Acrylic 23 x 13cm	\$55
2. A Bird's View	Acrylic 75 x 100cm	\$395
3. Swinging	Mixed 18 x 13cm	\$55
4. Behind the Pot (small)	Acrylic 15 x 10cm	\$55
5. Poppy Field	Mixed 24 x 54cm	\$80
6. The Precious Nest	Mixed 20 x 25cm	\$200
7. Behind Another Pot	Acrylic 15 x 10cm	\$55
8. Cheap Cheap!	Acrylic 13 x 18cm	\$75
9. Magpie Collective	Acrylic 51 x 51cm	\$250
10. A Ha!	Acrylic 8 x 10cm	\$40
11. Behind the Pot (large)	Acrylic 50 x 40cm	\$130
12. Fence Talk	Acrylic 15 x 31cm	\$75
13. Singing Practice	Acrylic 15 x 31cm	\$75
14. Cuppa I (grey, b/w) No. 2	Acrylic 13 x 18cm	\$75
15. Washing Day Chaos	Acrylic 20 x 20cm	\$90
16. Cuppa II (b/w)	Acrylic 13 x 18cm	\$80
17. Morning Melodies (small)	Acrylic 13 x 18cm	\$55
18. Here's Looking At You	Acrylic 15 x 10cm	\$55
19. Everyone is Welcome	Acrylic 10 x 15cm	\$55

Rusten House Art Centre
87 Collett Street, Queanbeyan NSW 2620
www.qprc.nsw.gov.au

QPRC

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During Your Exhibition

Opening Event

Your opening event is a time to celebrate all your hard work and to share your creative endeavours with family, friends and followers.

Our standard Exhibition Opening Event is the first Saturday afternoon following your installation completion, held between 2pm & 4pm. Other times can be arranged by negotiation but are dependant of staff availability.

We recommend you find an esteemed colleague or public figure to launch your exhibition, it is better when someone else is talking about you and your exhibition as it reduces your public speaking anxiety and allows you to chat with your guests. It is expected that an Acknowledgement of or Welcome to Country takes place at this time. Please see next page for First Nations protocols. Responding to and thanking your speaker is an expected courtesy.

The exhibitor is responsible for costs associated with the opening event should they choose to have one.

Catering is the responsibility of the exhibitor. Event equipment can be supplied by Rusten House Art Centre if required and organised by staff. No food or alcohol is to be left on the premises following the opening event.

We strongly encourage you to invite friends, family and your own networks well in advance to your opening event to ensure a supportive crowd.

Equipment & Assistance Provided

- **Glassware** – wine, champagne and water
- Water jugs
- Instant chilled sparkling and still water
- Microwave
- Knives, forks and spoons
- **Dishwasher**
- Small bar fridge
- Tea and coffee station – instant boiling water
- Tables and tablecloths
- 30 chairs
- Microphone and amplifier (on request)

For Catering:

- We recommend you supply **finger food only**.
- If you are providing alcohol, you **MUST** provide food and you cannot charge for it or ask for a donation.
- We recommend you offer drinks as self service

NOTE: We do not have a full kitchen and have no traditional oven for heating food. Please do not bring disposable plastic catering items, we are trying to be enviro-friendly.

During Your Exhibition



Elder Auntie Matilda House conducts a smoking ceremony at the Opening of Rusten House Art Centre – April 2021

First Nations Protocols

We recommend that an Acknowledgement of or Welcome to Country takes place at the opening of your exhibition.

Welcome to Country is delivered by Traditional Owners/Custodians of the land, to welcome visitors to their Country. Welcome to Country occurs at the start of a formal event and may take different forms such as smoking ceremonies, singing, dancing, and/or a speech.

At Rusten House, smoking ceremonies can only be performed by a local First Nations Elder, who is recognised to do so. They can only be performed outside the building.

If a Traditional Owner is not present to deliver a Welcome to Country, an **Acknowledgment of Country** can be delivered instead. An Acknowledgement of Country can be offered by any person to show respect for Traditional Owners of the land on which an event takes place, and in recognition of the ongoing culture and connection of First Nations people to this land.

There is no one right way to give an Acknowledgment of Country but it is always best to do research on the Country you are meeting on. For suggested statements, this is just one of many resources: https://www.indigenous.gov.au/contact-us/welcome_acknowledgement-country

QPRC use the following Acknowledgment of Country:

'We acknowledge the traditional custodians of the Queanbeyan-Palerang area and pay our respects to Elders past, present and emerging. We acknowledge the stories, traditions and living cultures of our First Nations Peoples on this land and commit to building a brighter future together'.

When exhibiting any First Nations content, it is important to understand local customs and to ensure that exhibition content is culturally appropriate.

First Nations communities are diverse, and so cultural practices may vary greatly between different communities.

When including images, names or recordings of deceased persons, suitable warnings must be given for the content.

For additional enquiries email Cultural.Services@qprc.nsw.gov.au or phone Rusten House staff on 02 6285 6356

During Your Exhibition

Public Programs

Artist talks, workshops, activating and supporting your exhibition

- **You are encouraged to organise artist talks** during or at the close of your exhibition. This gives your followers an additional opportunity to engage with you and your work. If you are public speaking shy, we can arrange an interview style event instead.
- **Other activations such as free workshops and demonstrations** can be scheduled in consultation with Rusten House management.
- **You are requested to sit the gallery on Saturdays between 11am and 3pm**, to engage with the public and chat with your followers. This is in addition to QPRC staff, throughout the exhibition period.
- **Paid workshops can be conducted during and outside your exhibition period**, but artist/facilitators must have public liability insurance, clear workshop plans and prior arrangement with management in these circumstances.
- **Public programs give more opportunity for artists to meet and greet** potential buyers of their artwork, it is in your interest to fully engage with our public program suggestions.

Please confirm these volunteer or contract arrangements with the Rusten House Art Centre staff.



During For Your Exhibition

Artwork Sales

We all love to see red dots beside art works at exhibition openings and continually throughout your exhibition. Here are some of the things you need to know to make that happen:

- **Firstly, there is no requirement from QPRC that exhibited works are offered for sale** but these works must be clearly marked with NFS – Not for Sale.
- **We encourage you to have artworks for sale and welcome associated products** such as – art cards, limited edition prints and tea towels.
- **QPRC take a 25% commission on all works sold during your exhibition.**
- **Exhibitors must provide a list of works to be exhibited two weeks prior to their exhibition opening.** The sale price must be inclusive of the 25% commission and works that are NFS must also be included in that list.
- **An increasing number of exhibitors are donating a percentage of their sales** to a favourite charity or cause. This is the decision of the artist, and they must handle this privately between themselves and their external contact. This information must be clearly stated on the Exhibition Sales Sheet in the gallery and provided on the list mentioned above.
- **QPRC staff will manage exhibition sales, cash handling and credit card facilities in Rusten House** for the purchasing of artworks.
- **Sold works must remain in the exhibition space until the final day of exhibition** and QPRC staff will handle the release of works to purchasers.
- **Proceeds of sales (less commission) will be forwarded to the exhibitor** after they have supplied invoicing and registered for our online payment system.
- **Under normal circumstances artist payments for sale of work will be made within six weeks** of the exhibition de-install.



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After Your Exhibition

De-Installation of Exhibition

Exhibitors must de-install on the date specified in their agreement unless alternative arrangements have been made.

Exhibitors to remove UNSOLD works themselves and supply own packaging. You will be requested to acknowledge and sign for removed works.

Exhibitors must return the exhibition space to the condition in which it was found and are responsible for costs incurred for damage to the exhibition space resulting from their exhibition that is over and above normal wear and tear.

QPRC staff will do a condition check of walls & gallery space, while exhibitors are still present and discuss any damage that requires attention.

No packaging or materials are to be left onsite at the conclusion of your installation.

Collection of SOLD Artworks

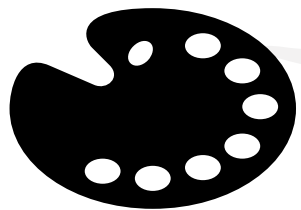
SOLD works remain on the wall during the de-install for QPRC processing and handling.

QPRC staff will manage the wrapping and identification of sold artworks with a copy of sales receipt clearly visible.

SOLD works can only be removed from the gallery if PAID in full, no works part paid will leave the premises.

Buyers are responsible for collecting purchased works, with a form of identification required upon pick up. This can be the gallery receipt or a driver's licence. Collection is coordinated by Rusten House staff within gallery opening hours.

Exhibitors can only remove sold works on behalf of buyers if the gallery has been notified by email of this request.



Have Further Questions?

We'd be delighted to hear from you!

Cultural.Services@qprc.nsw.gov.au

Rusten House 02 6285 6356

Cultural Services 02 6285 6170

Team Leader for Culture & Arts
Janita Byrne 0409 438 953

For Rusten House Exhibitions, Apply Here:
[Rusten House - Queanbeyan-Palerang](https://www.nsw.gov.au/rusten-house)
[\(nsw.gov.au\)](https://www.nsw.gov.au/rusten-house)

For Other Council Exhibition Spaces
Find Out More Here:
[The Q Exhibition Space - Queanbeyan-](https://www.nsw.gov.au/q-exhibition-space)
[Palerang \(nsw.gov.au\)](https://www.nsw.gov.au/q-exhibition-space)

