SEND COMPLETED FORM TO:
Suite 211, 838 Collins Street
Docklands, Victoria, 3008
frwpwomensoffice.
sampari@gmail.com

CONTACT INFORMATION

ARTIST NAME/S:  

PHONE NUMBER:  

EMAIL ADDRESS:  

ARTWORK INFORMATION

TITLE OF ARTWORK:  

MEDIUM:  

NUMBER OF ARTWORKS (IF APPLICABLE):  

DIMENSIONS:  

ARTIST STATEMENT

TELL US WHAT YOUR WORK IS ABOUT:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

SUPPORT MATERIAL INFORMATION

Please provide support material in at least one of the following formats:

SOFT COPY VIA EMAIL: PDF WITH IMAGES // SPECIFIC URL

HARD COPY VIA MAIL: CD/DVD IMAGES // CD AUDIO // DVD VIDEO

Note: Please do not include original hard copy material, as it cannot be returned

EXHIBITION AND INSTALLATION GUIDELINES

• Artist to drop artwork at ACU Melbourne Gallery on Monday 4 December or Tuesday 5 December 2017 (10am - 5pm).
• Artist to collect artwork on Monday 18 December (10am - 5pm).
  If unable to on these dates, alternative arrangements may be made.

OBLIGATIONS OF THE ARTIST

• It is the Artist/s responsibility to arrange personal insurance against theft, loss or damage to the artwork and/or the artist/s belongings for the duration of the exhibition, including during installation and de-installation periods.

OBLIGATIONS OF FRWP OFFICE

• Contact the Artist/s prior to the Exhibition with further information regarding the specifics of installation, de-installation, opening night and other exhibition events.
• Provide contact details of people responsible for overseeing the exhibition.
• Manage the exhibition from 8-17 Dec 2017, and opening night refreshment and staff (8 Dec 2017).
• Produce promotional material to publicize the exhibition.
• Promote the exhibition across all media and art institutions.
• Distribute money from sales of art within seven days of exhibition closing date.