



### Things you need to do for your exhibition at the Orbost Exhibition Centre (OEC):

- A (minimum one paragraph, maximum one A4 page) biography/CV of all artists showcased in the exhibition (preferably digital) within 7 days of agreement signing;
- A (minimum one paragraph, maximum one A4 page) exhibition/project statement/description (preferably digital) within 7 days of agreement signing;
- Image/s of artworks, Artist and/or related content for promotional activities (preferably digital) within 7 days of agreement signing;
- The Artist shall provide a list of artworks to be exhibited, including the title, medium, dimensions, and price for each artwork (preferably digital), no later than Bump in Date;
- Recommended:* provide your social media handles and web address (preferably digital) within 7 days of agreement signing if you want them included in promotions.

Send to [admin@orbostexhibitioncentre.com](mailto:admin@orbostexhibitioncentre.com) and cc your Gallery Representative - details as named in your signed Gallery Hire Agreement.

*If you have questions and need to discuss, contact your Gallery Representative.*

### **A note on promotions:**

- OEC will handle promotions, unless you have agreed/requested to lead. OEC will seek your signoff prior to publishing promotions.
- If the agreement is for you to lead promotions, OEC must provide signoff on all promotions before they are published.
- All parties must respond to other parties within minimum 5 working days for promotion requests, where timeframes are short requests for shorter turn-arounds can be made.
- You must link to OEC event webpage/facebook page where possible, separate pages should not be shared without appropriate links. OEC will provide the same link should you provide them