



SEE CHANGE ART FESTIVAL 2010

GUIDELINES FOR ORGANISING AN EVENT

For all events

We invite you to organise an event to be included in the program for the See Change Winter Arts Festival 2010. The Festival will be held Saturday 5th to Sunday 20th June 2010 inclusive. The June long weekend [the Queens Birthday] is the middle weekend of this period. We aim to present a balance of visual and performance art. This may include large and small group art exhibitions, literary and musical events, drama and film presentations, and community art or performance events catering for children and youth.

1. All organisations and/or participants in exhibitions / events must be financial members of Jervis Bay and Basin Arts Incorporated. This provides your event with appropriate insurance cover. There will be **no** pro-rata membership fee to cover the duration of the festival.
2. The organisers of any exhibitions or events are responsible for all aspects of their event including negotiating a venue. An operational manual will be provided for each exhibition / event outlining responsibilities of organisers.
3. All matters regarding the art/performance space, curation, hanging, lighting, sound, refreshments, supervision and sales are the responsibility of the event organiser in conjunction with the venue manager. An outline of these management factors is required at the time of the program submission. This is requirement for our insurance. The details of current public liability cover of the venue will also be required.
4. Submit a completed Expression of Interest form no later than 15th January 2010. Post forms to PO Box 207 Vincentia 2540. Late submissions may not be allocated a slot in the program.
5. Confirmation of a place on the program will be sent to you in writing by the 8th February 2010. The program **must** be finalised in February. Further information, images and confirmation of program details will be requested from your event organiser prior to printing of the program. An invoice for the program fee will accompany confirmation.
6. All events must pay to JBBArts (1) the applicable program fee by the date requested and (2) 15% commission on your gross sale of tickets or sale of artworks promptly at the end of the Festival. These charges go towards the costs of the program, marketing and other festival expenses. Venues may request additional commission and this should be independently negotiated by the artists/organiser and venue management.
7. JBBArts is not registered for GST and will not collect GST. Artists who are registered for GST will need to ensure they allow this cost in their pricing of works. Those registered for GST will be responsible for reporting their GST to the ATO.
8. Event organisers will be responsible for the cost, organisation and printing of their own flyers, DL invitations, catalogue of works or program for their event, and their "meet the artists" function if applicable. The JBBArts logo and any applicable sponsorship acknowledgements must be included, as will be directed, on any promotional event produced for an individual event.

The following will be provided by JBBArts:

- Information and colour image/advertisement representing your event/exhibition included in program
- 20,000 or more Flyers and/or Programs to be printed and distributed throughout targeted areas of Shoalhaven, Illawarra, Bateman's Bay, Canberra, Southern Highlands and Sydney.
- Publicity including press releases and media coverage in targeted areas.
- Promotion on JBBArts website which will have links to other relevant websites.
- Support with logistics and an operational manual.