

# THE GALLERY

**The Gallery, Mogo** is an exhibition and visual arts sale space operated by

**Creative Arts Batemans Bay Incorporated (CABBI)**  
located at  
2/52 Sydney Street, Mogo NSW 2536

and is subject to the  
Creative Arts Batemans Bay Incorporated  
Constitution.

November 14 2025 V.3.8

# The Gallery, Mogo Policy and Procedures Manual

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### **1 The Aim of the Gallery**

The aim of the Gallery is to exhibit, sell and promote the visual arts of CABBI members. The venue is the primary exhibition space for CABBI and integrates marketing and promotion of the Gallery with the annual exhibition and workshop programs.

### **2 Terms of Reference**

All financial CABBI members can apply to be members of The Gallery with the ability to exhibit visual arts at The Gallery subject to the payment of the exhibition fees and the approval of the Gallery Manager and Curatorial and Management Committee's.

#### **2.1 Visual arts**

refers to art forms such as painting, drawing, printmaking, sculpture, ceramics, glass work, woodwork and decorative arts and crafts, as defined by the Gallery Manager and the Committee's.

#### **2.2 The Gallery Manager responsibilities**

as a CABBI Committee Member, The Gallery Manager is directly responsible for the financial, curatorial and operational management of the Gallery on behalf of the CABBI Committee with direct reporting of those responsibilities to the CABBI Committee. Any additional unforeseen maintenance or capital expenditure will require approval of the CABBI Committee. The Manager is also responsible for the selection of positions on the Gallery Curatorial and Management Committees.

#### **2.3 The Gallery Curatorial and Management Committees**

are responsible for assisting with the day-to-day management of the exhibition space, exhibition allocations, membership criteria and availability, as well as the marketing and promotion of the Gallery, consistent with the objectives of the CABBI Committee.

#### **2.4 The Gallery opening hours**

shall be determined by the Gallery Manager and Curatorial and Management Committees. Currently The Gallery is open every day, except Christmas Day, between the hours of 10am and 4pm.

### **3 The Gallery Exhibition Criteria**

The following guidelines will be considered by The Gallery Manager and Curatorial Committee when assessing membership and work for inclusion in The Gallery.

#### **3.1 Eligibility**

All financial CABBI members can apply to exhibit in The Gallery. Applications are considered by the Curatorial Committee. The Gallery Manager makes the final decision.

### **3.2 Authenticity**

The work must be original visual arts created by the artist. It may integrate partially pre-made items (i.e. beading, findings, raw materials such as metal, wood, glass, stone, wool, the actual canvas etc). But the 'main' portion of the work must be the artist's creation, utilising the raw materials to create a visual art form. Adding to a pre-bought product where there has been insufficient creativity will not be accepted. Prints of original artworks onto store bought good will not be accepted.

### **3.3 Originality**

The work must show an original 'feel' (**no less than 75% hand made**) such as composition, ideas and the overall aesthetic.

Artworks or craft items made more than 2 years prior will not be accepted for exhibition in The Gallery.

Second-hand craft or electrical goods will not be accepted for Exhibition in The Gallery.

After initial exhibition of Art work in the Gallery, (2 months) that specific artwork will not be re exhibited in The Gallery for a minimum period of 12 months. This then, will be at the discretion of the Gallery Manager and The Gallery Committee.

### **3.4 Quality of finish**

A high standard is required in the finish of all items. Canvases must have **no** visible staples, or metal clips, with framing tape sealing the back. Frames must be of a professional quality. Shallow sided canvases (1 – 2 cms) must be framed. All work must have 2 x D rings with 1 strand of cord or plastic-coated wire for hanging. Craft products must be well finished.

2mm glass, either non reflective or not, is acceptable and expected in all framed work. Alternatively, upper grade Perspex is acceptable but not cheap plastics that easily warp.

### **3.5 Sale ability**

All works must reflect the current need for quality in the marketplace. The work must suit the look and ideology of The Gallery. The Gallery Manager reserves the right to request the removal of items that fall outside these criteria.

### **3.6 Exhibitors' contributions**

The applicant, upon acceptance of the right to exhibit and the payment of the required fees, must agree to contribute to the Gallery operations in accordance with the Gallery Exhibition Policy and Procedures.

## **4 The Gallery Exhibition Terms**

### **4.1 Fees**

The exhibitor must pay a monthly fee as set from time to time by CABBI and The Gallery Committee. (\$25 monthly for either or just one Art or Craft, \$45 monthly for both) Gallery fees must be paid at least one month in advance and are due on the

1<sup>st</sup> of each month. All Gallery fees must now be paid online electronically via the invoice system.

(If a member is in arrears for Gallery Fees for 2 months, they will be asked to remove their works for four months.)

#### **4.2 Sales and Gallery commission**

The exhibitor must submit their bank details for payment of sales. A commission, currently set at 25% will be charged on all sales and payments will be made in the month following the sale by the treasurer into the nominated bank account. A full schedule of items sold will be issued by the Treasurer.

#### **4.3 Tax statements**

Exhibitors must complete a yearly Tax Supplier Statement and any other requirements of the ATO or other legislation. (calendar year – 1<sup>st</sup> January)

### **5 The Gallery Roster**

#### **5.1 Days to be worked**

Exhibitors are required to work at least 2 days per month in The Gallery. Exhibitors with both art and craft may be requested to work 1 extra day per month to ensure suitable staffing levels are maintained.

#### **5.2 Roster requests**

Each Gallery exhibitor must submit roster requests at least one month in advance using the online booking portal on the CABBI website. The Roster Coordinator will respond to the request by email. (Password is Gallery52.)

#### **5.3 Roster substitutions**

All members will be responsible for finding their own replacement if they cannot work their designated shift. (unless, in an emergency, up to and including two days prior to that shift, then they should contact the Roster Co Ordinator who will organise a replacement.)

The online roster system is to be continued with both the member cancelling that said shift and the member accepting the shift to use the online system. In the text box provided please explain the exchanged shift to the Co Ordinator.

#### **5.4 Carry forward days**

If any exhibitor is unable to complete their 2 rostered duties for the month, they must notify the Roster Co Ordinator as soon as possible. The duty days owed will be carried forward and must be cleared to zero in the following 3 month period. If an exhibitor is in arrears of 4 rostered duties, they will be asked to remove their works from exhibition at The Gallery, they will then be put at the bottom of the waiting list before re entry to The Gallery. This will give others waiting a chance to exhibit.

### **5.5 Gallery leave of absence**

If any exhibitor is planning extended leave from the Gallery, 2 – 4 months, you **MUST** consult with The Gallery Manager at least 1 month prior to departure date. You will be expected to remove all of your art works from The Gallery to enable another Member to be invited to exhibit. A minimum of four months absence will be required to keep in line with the changeovers.

After the four months has expired your name will be placed on the bottom of the waiting list until it is your turn to return to The Gallery.

**No pre worked duty days will be recognised as in lieu.**

(If you are away only one month, you are to swap your two shifts, meaning others will work their two and your two in the month you will be away, and you will work your two and their two shifts the following month.)

## **6 The Gallery Exhibition Space**

A Gallery Exhibitor is entitled to exhibit visual Arts under the following terms and conditions,

### **6.1 Change over of Art**

Art Exhibitions will be changed every 2 months and **all new** paintings will be hung to create a different body of work. The Gallery Manager will review the craft and promote new work where possible. Exhibitors will be notified of the changeover dates through Gallery News, CABBI Newsletter and/or electronically.

Late incoming work will not be accepted and no space will be held over until the following changeover.

### **6.2 Cards**

Exhibitors may display handmade cards after consultation with the Gallery Manager who will determine the number and type to be displayed. (Non handmade cards can only be displayed on plinths, at the discretion of the Gallery Committee.)

### **6.3 Digital Media**

No digital, photography, or AI and AR art is to be displayed in the Gallery at this time.

#### **6.4 Space Allocation**

Paintings to be exhibited shall be limited to up to 1sq metre of wall space at the discretion of the Gallery Manager. Up to 4 unframed paintings in cellophane will also be permitted.

Craft shall be allocated up to 1 sq metre of display space. Wall art may be considered for hanging on a wall should there be space available.

#### **6.5 Craft Turnover**

If craft items fail to sell in a 4 month period, exhibitors should remove the item and submit a new design or product for approval. The maximum size of framed works on plinths are to be no larger than 20 x 20cms.

#### **6.6 Replacement of Sold items**

Exhibitors may replace an item that has been sold but they are required to consult the Gallery Manager if the work does not fit into the previously allocated space.

If newly created products differ from their current range on display they must be approved by The Gallery Management Committee.

Please contact The Gallery Manager to arrange a viewing time of new work.

**NO** new Art or craft is to be introduced or exhibited in The Gallery without approval of the Gallery Committee and Manager.

#### **6.7 Exhibition layout**

The exhibition layout is the responsibility of the Gallery Manager in consultation with the Gallery Committees.

No works, displays, facilities or equipment are to be rearranged or changed without the express approval of the Gallery Manager.

No works are to be removed from The Gallery without notifying the Gallery Manager.

#### **6.8 Labelling of items**

All visual arts must use 'The Gallery, Mogo' product label and take care to complete the details in CAPITAL LETTERS for ease of reading

The label will remain with the product when it is sold. A white removable sticker/dot must be placed on the product label, with your initials and price. This will be removed at the time of sale and placed into the Sales Register book.

Jewellery and small accessories may be packaged in display boxes or on jewellery cards. However, where possible, we'd like to maintain a uniform display, highlighting The Gallery, Mogo label.

## **7 The Gallery Daily Operating Procedures**

Exhibitors are to regularly keep up to date with any changes to the Daily Operating Procedures listed in the white folder. If you are unsure of any item, please contact the Gallery Manager directly.

### **7.1 Square EFTPOS system**

All Exhibitors are to ensure they are familiar with the use of the Square system and never turn the Square off at any time.

At the end of the day, BOTH members should check the transactions on the Square. Should there be a discrepancy in the balance of monies from the daily takings, BOTH members will be responsible for making up the shortfall.

### **7.2 Message bank**

Each day the duty roster person must check for phone messages overnight by dialling 101, action them and record in the message book then delete the message from the phone.

### **7.3 Wi-Fi**

All gallery exhibitors are welcome to access the Wi-Fi for personal use but not for downloading large files, streaming video and the like.

### **7.4 Email**

The Gallery has an email account that is for the general use of exhibitors on roster. The Gallery email is [sales@cabbi.com.au](mailto:sales@cabbi.com.au)

### **7.5 Social media**

The Gallery has several social media platforms – Website, Facebook, Instagram. Please promote the platforms constructively and actively to Gallery members, friends of The Gallery and the public.

### **7.6 Gallery key holders:**

- IN and OUT, Mogo 02 4474 4980
- Amanda's of Mogo 02 4474 3453 (Emergency only)

### **8.0 Featured Artist:**

- \* All CABBI members are entitled to be Featured Artist at the Gallery.
- \* All members are to put in an EOI to the Gallery Manager (limited time)
- \* Members chosen by a ballot system
- \* 2<sup>nd</sup> Monthly – to coincide with The Gallery change over
- \* Up to double space coverage in The Gallery
- \* Present Gallery exhibitors, \$25 monthly, no extra charge
- \* Non Gallery Exhibitors charged \$30 monthly
- \* Gallery Exhibitors pay 25% commission
- \* Non Gallery exhibitors, have to organise 2 voluntary days both months with The Gallery Roster Co Ordinator. (An increased commission of 30% may be charged if no voluntary days completed)

- \* Front door signage will be provided.
- Advertising will be on Social Media, Web site, and in print
- Art work sold during the 2 months may be replaced without further cost.
- A Twilight Opening will be held shortly after change over, where the Featured Artist will give a short talk about their art history and or process. Wine and nibbles will be provided.

8.1. Featured Artist nominated are to provide The Gallery Manager, with a short Bio and a photograph of high quality of one of their artworks they wish to have included on the front door. This is to be provided **3 – 4 weeks** prior to their opening date.

3D/Craft members, may also apply, and will now be run simultaneously with the Featured Artist. The same advertising system will apply.

**THE GALLERY POLICY AND PROCEDURE MANUAL**

DATE	VERSION CONTROL	EDITOR
12.11.25	V.3.8	C Denny N Gibbs
6.7.25	V.3.7	Carleta Delac
20.8.24	V.3.6	Carleta Delac
9.7.24	V.3.5	Carleta Delac
16.4.24	V.3.4	Carleta Delac
12.3.24	V.3.3	Carleta Delac
12.3.24	V.3.2	Carleta Delac
17.8.23	V.3.1	Carleta Delac
12 May 2022	V.2.1	Julie Lark
2019	V.1	Robert Creed