

## **FREQUENTLY ASKED QUESTIONS**

### **1. Why do I have to pay GST if I am not GST registered?**

Under the Australian Taxation Office (ATO) legislation, Gallery Lane Cove operates under a Sale and Return premise where 10% GST must be added to the final price of the artwork sold. If the artist is registered for GST, the GST component will be forwarded to the artist, on receipt of a tax invoice from the artist, which includes the GST component. If the artist is not GST registered, Centrehouse & Gallery Lane Cove will pay the GST component to the ATO.

### **2. Do I need to provide glasses for the opening?**

Yes, Gallery Lane Cove does not have its own glasses. You can order your wine through Porters at Northwood, who will deliver the wine with glasses for a \$10 washing fee for all glasses. Porters can also provide ice and buckets as well. If you wash the glasses you will not be charged a fee.

### **3. Should I/we provide food for the exhibition opening?**

This is entirely up to you, however the Gallery does not find it necessary that you provide food at the openings. Usually people provide white wine, red wine, orange juice and mineral water.

### **4. What is the best way to hang my work on your hanging system.**

Our hanging system uses quite thick hanging clips with a safety mechanism built in. The best way to keep your work level and secure is to have large to very large d-rings attached to your frames and the d-rings slot into the clips. Wire and string causes the work to slip and the work does not hang level.

Please refer to our document on professional hanging for more information.

### **5. Do I need to do my own marketing?**

For optimum results we suggest you do your own marketing outside the local area. Gallery Lane Cove will publish your exhibition on Art Whats on website, the Art Guide publication, local press and across our local network, however for a wider spread and to get more visitors we suggest that you research into other marketing. Please speak with the Manager who is happy to discuss options with you.

### **6. Can I decorate the outside of the gallery?**

The Council does not allow any promotional material, signs, balloons or other decorations, hanging off any part of the Gallery Building or in the courtyard area due to possible hazards for visitors. The Gallery has a large plinth outside in the forecourt area, where it displays art work and installations to promote the exhibitions and the Gallery.

**7. Can I decorate the inside of the gallery?**

Gallery Lane Cove does have one vase of flowers in the foyer area and there is one plinth available for one vase of flowers in the gallery, if you would like to provide. There are to be no other forms of decoration ie balloons, plants, etc in the gallery during an exhibition.

**8. Can I take my work down after the gallery closes on a Saturday?**

No. Gallery staff are only rostered on until 2.30pm on a Saturday and the exhibition will be advertised to be open until this time. All de-installations are organised for the Monday after the closing Saturday date. If you ask the staff to stay back later so you can de-install on a Saturday, the answer will be no, so please do not ask!

**9. Is it ok to exhibit the same work I exhibited in a previous exhibition.**

All work exhibited must not have been exhibited in the Lane Cove municipality in the last 12 months. If the gallery staff notice that a work has been exhibited before, they will ask it to be removed. It is not good practice to keep exhibiting the same work over again at the same venue and location.