

artist information

About

The Pop-Up Art Market is a free, one-day art event taking place in the Northern Rivers Community Gallery (NRCG) on Saturday 14 December 2024. Featuring artists with work for sale, the day is a fantastic opportunity to experience the vibrant creative talent our region has to offer, perfectly timed for Christmas.

The Pop-Up Art Market is an arts & cultural initiative of the Northern Rivers Community Gallery & Ignite Studios, and Ballina Shire Council.

Event Information

DATE | Saturday 14 December 2024

TIME | 10am – 3pm

Artist Bump in: Detailed bump in schedule and parking information will be supplied prior to the event.

Artist Bump out: Sat 14 December | 3.00pm – 5.00pm

VENUE | Northern Rivers Community Gallery
44 Cherry Street Ballina, NSW 2478.

Key Event Contacts

Creative Programs Producer | Ella Millard
ella.millard@ballina.nsw.gov.au
0458 477 687

Gallery Reception
nrcg@nsw.ballina.gov.au | 02 6681 0530

Key Dates

APPLICATIONS OPEN | Fri 4 Oct 2024

APPLICATIONS CLOSE | Fri 1 Nov 2024

ADVICE DATE | Successful applicants advised by email by Wed 13 Nov 2024.

A payment link will be shared at this time. Payment in full is required within 7 days to secure your place.

Fee for participation

\$35 (incl GST)

Includes:

- Stall location inside the Northern Rivers Community Gallery, dimensions 2m wide x 1.5m deep x 3m high
- 1 x trestle table 750mm x 1820 mm
- 1-2 chairs
- Hanging walls space with 4 x wires and hooks (if required)
- 1 x plinth (if required)

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Who can apply?

- Individual artists, designers, groups and galleries with a preference for original and innovative artworks.
- We strongly encourage applications from First Nations, LGBTQI+, emerging and local creatives.
- Applicants must be 18 years of age. Artists younger than 18 years wishing to take part may contact the NRCG team to discuss, as exceptions may apply.
- Applicants do not have to be living or working in the Northern Rivers to participate in this event.
- An existing Public Liability Insurance policy is a bonus but not a requirement to participate in this event.
- Applicants must have the ability to manage their own sales. NRCG will not take responsibility for any sales or handle any monies on behalf of Artists.

How to apply?

STEP 1:

Read the event Terms & Conditions of participation [here](#).

STEP 2:

Complete an online application at the link [here](#).

The online application will ask you for:

- Information about yourself and your practice.
- Description of the proposed artworks or products to be sold at the event.
- High resolution digital images of the work you wish to sell, and of yourself, the artist.
- A CV or short bio of no more than 100 words
- Confirmation that you have read and to the event's Terms & Conditions of participation.

Please note that if successful, materials submitted as part of your application, including images, may be used by NRCG and/or Ballina Shire Council for promotional and archival purposes.

APPLICATION ASSESSMENT:

- Applications will be assessed by NRCG and selections made according to strength of application responses, and quality of images supplied.
- Submission of an application does not guarantee participation in the event.

NOTIFICATION:

Successful applicants will be notified via email by Wed 13 November.

terms & conditions

This document sets out the Terms & Conditions for participation in the NRCG Pop-Up Art Market event on Saturday 14 December 2024.

Please read the following and reach out to the NRCG team if you have any questions. If you do not agree to these terms and conditions your application will not be accepted.

Applications

- Selection will be based upon the strength of application responses.
- Submission of an application is not a guarantee of event participation.
- Successful applicants will be advised by email by Wednesday 13 November 2024.
- Final decisions are made by the NRCG team, and we reserve the right to deny event participation due to space, logistics or other reasons.

Payment Terms

- A payment link (inc GST) for stall fees will be provided to successful applicants upon offer.
- Payment in full is required within 7 days to secure participation.

You may not transfer your stall to any other person.

Cancellation Policy

- Once fees have been paid and your place secured, there will be no refund of stall fees in case of cancellation on the part of the Artist. Special circumstances may be considered at the discretion of the NRCG team.

Insurance

- Public Liability Insurance policy is not a requirement of event participation.
- Artists who have existing PLI insurance coverage will be asked to supply their certificate of coverage at the time of application.

Stall Location & Space

- The NRCG team will determine stall placement to suit event needs, and will take into consideration special requests regarding accessibility.
- Each Artist will be allocated a space of roughly 2m wide x 1.5 m deep x 3 m high.
- Artists may nominate in their application if they wish NRCG to supply hooks for hanging works, and/or a plinth.
- Artists must be present or arrange staffing to look after their stall for the market's duration.
- NRCG takes all care and no responsibility for lost, stolen or damaged items during the event.
- Stalls must be set up according to the event bump in schedule provided by NRCG ahead of time, and ready to go at least 30 minutes prior to the event's commencement.

terms & conditions

Installation and Exhibition

- Artists are responsible for bumping in and installing their own work and bumping out their stall at the completion of the event.
- NRCG will provide some installation assistance for bump in.
- NRCG is a heritage listed building and nothing may be drilled or hammered into the walls or ceiling of the building.
- NRCG will provide Artists with a set number of hooks and wires for hanging works, and/or a plinth if requested – this will be arranged in advance.
- Any works to be hung must have D-rings affixed prior to bump in. It is the responsibility of the Artist to ensure their work has D-rings affixed.
- Artists are free to bring in additional display items so long as they fit safely within the stall dimensions and meet WH&S requirements.

Items for Sale

Items sold must:

- Comply with any relevant safety laws and regulations.
- Not infringe any third-party rights including Intellectual Property Rights.
- Not contain material which is abusive, defamatory, hateful, discriminatory, racist, sexist, offensive, misleading or deceptive or is otherwise unlawful in any manner.
- Artists must obtain any applicable permits,

certificates or other qualifications required to sell their products.

Sales

- Artists are responsible for managing their own sales.
- NRCG will not sell items or handle monies on behalf of an Artist.
- NRCG will not take a commission on any items sold by the Artist.
- Due to the concentration of Artists and phones at the event NRCG cannot guarantee the effectiveness of mobile phone service, electronic credit card readers or other online payment gateways inside the gallery.
- It is possible there will be no cash facilities on site during the event however NRCG will endeavor to arrange for a temporary event ATM.
- We strongly encourage Artists to be prepared for cash sales, in the event there are issues with mobile phone reception and card reader effectiveness inside the gallery.

Trading Hours

- Trading hours are from 10am – 3pm.
- An event schedule, including bump in and bump out times and parking information, will be sent to Artists in advance of the event.
- If NRCG needs to vary these hours for event purposes changes will be communicated to all Artists in advance of the event.

terms & conditions

Things you might like to bring

- Display and promotional materials - including business cards and means of contact.
- Credit card or EFTPOS facilities (such as Square) and/or a secure float of cash. Battery operated is preferred.
- Receipt book for handwritten receipts.
- Pens and paper.
- Packaging and if applicable, carry bags for customers to take their products home in.
- Water and snacks.
- A cushion for greater seated comfort.

Use of Images

- Materials submitted by successful applicants may be used by NRCG and/or Ballina Shire Council for marketing, promotional and archival purposes.
- Some photo and film documentation may take place during the event. By participating in the event Artists agree to their image being used by NRCG and Ballina Shire Council for archival, marketing and promotional purposes.

Marketing

- Artists agree to promote the event to their communities and networks by whatever means are available to them. This may include digital marketing through social media, inclusion on website, inclusion in

eNews, placement of printed posters and flyers (supplied by NRCG) in studios and local businesses in their community.

- Artists will use the NRCG marketing materials and branding supplied to promote the event and will not create their own marketing which varies from the official event marketing.
- Stallholders will tag @nrcgballina in digital marketing wherever possible.

Appearance & Waste Removal

- Artists must keep their space neat and tidy.
- Artists must respect the heritage value of the Gallery.
- Artists are responsible for taking any rubbish and materials with them when they leave.
- We encourage Artists to consider sustainable packaging and adopt responsible/zero waste strategies.

Electrical Items

- Electrical equipment besides laptops and EFTPOS machines must be approved in advance by NRCG and must be tagged and tested by an authorised electrician 10 days prior to delivery, at the Artist's expense.
- NRCG may require stallholders to provide their own power chords and power boards as part of their set up. This will be communicated to stallholders prior to the event.

terms & conditions

Safety

- Smoking is not permitted in any area of the Gallery.
- Artists are responsible for their own safety whilst on site, and must abide by WH&S legislation, or as instructed by NRCG or BSC Staff.
- Artists accompanied by children under the age of 14 must ensure they are under the supervision of a parent or guardian at all times and are responsible for their health and safety during the event.
- Pets are not permitted at the event, except with the prior permission of NRCG in the case of an assistance animal.

Loading In/Out & Event Parking

- There is no special event parking for Artists. Artists must make their own parking arrangements for the day.
- Artists must take care not to inconvenience residents and members of the public whilst loading in and out, and with respect to parking during the event.
- A bump in and out schedule will be sent to Artists prior to the event, which will include instructions about loading zones and day parking.

Event Cancellation

- In the case of extreme weather, NRCG may cancel or postpone the event. In the case of cancellation, stallholder fees shall be reimbursed within 4 weeks, less a processing fee.

Limit of Liability

- Artists understand and agree that it is their responsibility to take all care and diligence to prevent injury and property damage to themselves or any third party including, but not limited to, visitors to NRCG.
- Artists agree that NRCG and BSC are not liable for any direct, indirect, or consequential damage, loss or harm suffered by them, their agents or their representatives that may result from their participation in the event. This includes physical, psychological, and economic harm.
- Artists acknowledge NRCG, BSC and its servants or agents are not responsible for any claims, actions, demands, or suits caused by the conduct of the Stallholder and indemnify Council against such situation.
- If Artists breach any of these Terms, NRCG reserves the right to cancel their stall, reallocate their exhibition space, require them to pay the cost of NRCG's actions and remove them from the market.
- Artists agree to indemnify NRCG and BSC against any costs they may incur arising from such a breach. They further agree that if the Stallholder breaches these Terms, they forfeit the right to any rebates, refunds, or compensation.