



**F.R.W.P**  
**WOMEN'S OFFICE**  
**SAMPARI**  
**EXHIBITION**

ACU MELBOURNE GALLERY  
**8-17 DECEMBER 2017**

**SEND COMPLETED FORM TO:**  
Suite 211, 838 Collins Street  
Docklands, Victoria, 3008  
**frwpwomensoffice.**  
**sampari@gmail.com**

**CONTACT INFORMATION**

ARTIST NAME/S: .....

PHONE NUMBER: .....

EMAIL ADDRESS: .....

**ARTWORK INFORMATION**

TITLE OF ARTWORK: .....

MEDIUM: .....

NUMBER OF ARTWORKS (IF APPLICABLE) : .....

DIMENSIONS: .....

## ARTIST STATEMENT

TELL US WHAT YOUR WORK IS ABOUT:

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## SUPPORT MATERIAL INFORMATION

Please provide support material in at least one of the following formats:

SOFT COPY VIA EMAIL: **PDF WITH IMAGES // SPECIFIC URL**

HARD COPY VIA MAIL: **CD/DVD IMAGES // CD AUDIO // DVD VIDEO**

Note: Please do not include original hard copy material, as it cannot be returned

## EXHIBITION AND INSTALLATION GUIDELINES

- **Artist to drop artwork at ACU Melbourne Gallery on Monday 4 December or Tuesday 5 December 2017 (10am - 5pm).**
- **Artist to collect artwork on Monday 18 December (10am - 5pm).  
If unable to on these dates, alternative arrangements may be made.**

## OBLIGATIONS OF THE ARTIST

- **It is the Artist/s responsibility to arrange personal insurance against theft, loss or damage to the artwork and/or the artist/s belongings for the duration of the exhibition, including during installation and de-installation periods.**

## OBLIGATIONS OF FRWP OFFICE

- **Contact the Artist/s prior to the Exhibition with further information regarding the specifics of installation, de-installation, opening night and other exhibition events.**
- **Provide contact details of people responsible for overseeing the exhibition.**
- **Manage the exhibition from 8-17 Dec 2017, and opening night refreshment and staff (8 Dec 2017).**
- **Produce promotional material to publicize the exhibition.**
- **Promote the exhibition across all media and art institutions.**
- **Distribute money from sales of art within seven days of exhibition closing date.**