

2025 Community Art Exhibition

Terms and conditions of entry

Entries open:	Tuesday 8 April 2025, 12pm
Entries close:	Monday 5 May 2025 (or upon receipt of 200 entries), 12pm
Artwork delivery:	Sunday 15 June 2025, 11am-2pm to the venue
Exhibition:	Monday 16 - Saturday 28 June 2025
Venue:	The Great Space, Lakeside Joondalup Shopping City, Joondalup
Collection of artworks:	Sunday 29 June 2025, 11am-2pm from the venue
VIP Awards Ceremony:	Saturday 21 June 2025, 6.30pm-8.30pm, Lakeside Joondalup Shopping City, Joondalup

Entry eligibility criteria

1. The artist must be a resident/ratepayer of the City of Joondalup (City) or a current member of an incorporated not-for-profit visual arts association located within the City.
2. To be eligible for entry for the Student Award the artist must be enrolled in a secondary school located in the City of Joondalup as of **Sunday 15 June 2025**.
3. Student artists are classified as secondary school students between 12-18 years of age and require parental/legal guardian permission to enter. Children under 12 years of age are not eligible and parents cannot enter children's artwork on their behalf.
4. Employees of the City are eligible to enter and exhibit, however they will not be eligible to win any of the awards.
5. If an artist is deemed to not fulfill the above entry criteria, the artist's entry will be ineligible and refunds will not be provided to the artist by the City.
9. A standard entry fee of \$30 (including GST) will apply to each entry excluding Clause 10 and 11.
10. A student entry fee of \$10 (including GST) will apply to entries submitted to the student award. Artists submitting an entry to these awards must be enrolled in a secondary school as of Sunday 15 June 2025, and students younger than 12 years are not eligible to enter as per Clause 2 and 3.
11. A concession entry fee of \$10 (including GST) will apply to entries submitted by people living with disability, healthcare and concession card holders, and pensioner concession card holders.
12. Payments are not refundable if the artist does not deliver the artwork to Lakeside Joondalup Shopping City on **Sunday 15 June 2025, 11am-2pm**.
13. Entries to the exhibition can be made only via the online entry form (credit card payments only).

Entries and fees

6. In order to manage the capacity of the available exhibition space, the City reserves the right to limit the number of entries to two hundred (200) artworks.
7. The artist must provide all requested information in the online entry form, including a working email and contact number. The City will not accept hard copy correspondence and the artist accepts the City will only send and receive project correspondence via the email supplied in the entry form.
8. Information regarding the artwork details (artist's name, title of the work, medium, size, and artwork price) and the nominated award categories on the entry form is final once submitted and changes cannot be made.
14. All online entries must be received with payment by the City on or before **Midday, Monday 5 May 2025** or before the receipt of 200 entries.
15. Hardcopy entry forms are not accepted, however online entry assistance is available from the City's visual arts team by emailing visualarts@joondalup.wa.gov.au or calling **9400 4000**.
16. Paying an entry fee does not guarantee acceptance into the exhibition. If an artwork is deemed unacceptable according to the City's terms and conditions, no refund will be issued.

Artworks

17. Artists are invited to submit one (1) artwork for inclusion in the 2025 Community Art Exhibition (Exhibition). Artists are only permitted to enter once.
18. A diptych or triptych will be deemed as one (1) artwork and the total of all pieces must adhere to the size restriction of 100cm (H) x 100cm (W) including framing. Artists must clearly indicate the order of display for diptych and triptych works on the artwork delivery form to assist with the installation of the artwork.
19. Only the artist who created the artwork can enter the artwork for inclusion in the exhibition, unless in the case of legal guardians.
20. The artwork must have been created within a period of 12 months before **Tuesday 8 April 2025** and must not have been the recipient of another art prize. If an artwork is found to have breached this condition, it will be removed from the exhibition, rendered ineligible for sale and prizes, and any awarded prize will be revoked.
21. Artworks must be culturally appropriate and authentic. Artwork containing cultural references (including language) and/or using traditional First Nations and/or cultural techniques must be produced by an artist who has the authority to do so. Artists have responsibilities around representation, specifically in the areas of cultural appropriation and stereotyping and ensuring their artwork follows appropriate cultural procedures. Artists should refer to Creative Australia's protocols for **First Nations Culture and Intellectual Property in the Arts** or the **National Association for the Visual Arts (NAVA)** cultural guidelines when working with cultural material. Artworks that are not culturally appropriate, as deemed by the curator, will not be accepted for inclusion.
22. Due to the public location, artworks must be suitable for viewing by all age groups. If the curator determines that an artwork is not accepted for inclusion, the artist will be contacted to arrange for collection of the artwork. The curator's decision on inclusion is final and is not the subject of appeal.
23. The medium and size of the artwork should be suitable for the temporary exhibition facility and must meet the following entry criteria:
 - Two-dimensional (2-D) artworks must not exceed **100cm (H) x 100cm (W)** (including frame);
 - Three-dimensional (3-D) artworks must not exceed **100cm (H) x 100cm (W) x 100cm (D)** (including base);
 - Artworks must not exceed **10kg** in weight.
24. Artworks must be delivered with dry materials and must be suitable for installation and display for the entire exhibition period. Two-dimensional (2-D) artworks must be fixed with D-rings on each side of the frame (see Appendix 1) to ensure that they are compatible with the hanging system. Framing/hanging wire or string is not an acceptable hanging device. No wall fixings (nails or screws) are available to install the artwork. The curator will evaluate the artwork prior to acceptance into the exhibition and throughout the exhibition period. The City reserves the right to withdraw an artwork from the exhibition and will do so where it is determined by the City that the artwork is too fragile for display or does not have appropriate hanging devices. Entry fees will not be refunded for removed artworks. The required hanging devices are D-rings (Appendix 1):
25. If required, arrangements for framing of artworks and the costs associated with framing is the responsibility of the artist.
26. Any specific display requirements must be discussed with the curator prior to submitting the artwork for inclusion, including power, A/V requirements and exhibition display items. A limited number of plinths and acrylic cases are available for three-dimensional (3-D) works and must be requested in advance at the time of completing the entry form.
27. **No changes** may be made to an artwork after it has been accepted for inclusion in the exhibition.
28. After the completed entry form and payment has been received by the City, artwork delivery forms will be sent to each artist via email confirmation. The artwork must have this form attached when delivered.
29. Artworks cannot be removed by any person from the exhibition until **Sunday 29 June 2025, 11am-2pm**. Only City of Joondalup staff may remove artwork from the exhibition at its discretion.
30. The City's curator will evaluate the artwork for inclusion in the exhibition in accordance with these terms and conditions. If the curator deems that the artwork does not meet these terms and conditions the artwork will not be accepted for inclusion, and the artist will be contacted to arrange for collection of the artwork. The curator's decision on inclusion is final and is not the subject of appeal.
31. Due to limited exhibition space, the artist accepts that they cannot display extra information, materials and signage beyond the City's standard templates. No further discussion will be held into this matter.

Please note: the size restrictions will be strictly followed, and measurements will be made when the artwork is submitted. Artwork that does not comply with these criteria will not be accepted for inclusion and refunds will not be provided.

Categories, judging and winning work

32. All artworks will be judged on artistic merit by a panel of independent arts industry professionals selected by the City, except for the Popular Choice Award, which is voted by the public.
33. The City reserves the right to disqualify any popular choice vote it deems not genuine.
34. All artworks in the exhibition will be considered for the Most Outstanding Artwork Award, Highly Commended Award, and the Popular Choice Award.
35. Any employee of the City that enters will not be eligible for any awards.
36. Judging will take place at the venue. The winner of each award will be announced at the official VIP Awards Ceremony on **Saturday 21 June 2025**. Artists will be invited to attend the event (invitations will be sent prior to that date). If applicable, the City will comply with current mandates as advised by the State Government.
37. All decisions of the judging panel in relation to any aspect of the competition will be final and binding upon each artist who enters the competition.
38. Award categories are as follows:

Awards – (all entries are eligible)

Most Outstanding Artwork - \$4,000

Overall winner

Highly Commended Award - \$1,500

Runner-up winner

Popular Choice Award – \$500

The artwork that receives the most public votes during the exhibition. Voting commences on Monday 16 June 2025 and concludes on Saturday 28 June 2025, 5pm.

Additional Awards (optional by artist at time of entry)

The Celebrating Joondalup Award and Student Award are voluntary awards and must be selected in the entry form to be considered.

Celebrating Joondalup Award – \$1,500

Artworks nominated for this award will be judged based on how it relates to or represents the City of Joondalup. Artists nominating for this category must provide a statement of maximum 300 words on the entry form. This award is restricted to artists who are residents and/or ratepayers of the City of Joondalup.

Student Award – \$750

The Student Award is only open to students between the age of 12–18 years. Students must be enrolled in a secondary school located in the City of Joondalup as of Sunday 15 June 2025. Children under 12 years of age are not eligible and parents cannot enter children's artwork on their behalf.

Copyright, insurance and legalities

39. The artist is responsible for satisfying any intellectual property including copyright requirements concerning the artwork.
40. The artist warrants that:
 - i. there is no cultural, religious, legal or other reason that prevents the artwork from being exhibited, published or reproduced;
 - ii. the artwork is their own original work; and
 - iii. the artwork does not infringe any intellectual property or copyright of any third party.
41. The artist will indemnify the City in respect of any claim against, or loss or damage incurred by, the City in respect of the intellectual property of the artwork.
42. By entering their artwork for inclusion in the exhibition, the artist agrees to allow the City to:
 - Document (including photography and videography), reproduce, publish and display the artwork, in full or in part, for use in any non-commercial promotional materials and publications of the City, including promotions of the Community Art Exhibition.
 - Attribute the artist's name and artwork details provided by the artist in connection with their entry, where their artwork is suitably published.
 - Provide the media or relevant external sources with photos and information about the artwork and artist for the purpose of promoting or reporting on the exhibition or award recipients. Please note the City does not have attribution control for external sources.
43. Insurance of artworks while in transit is the Artist's responsibility. Once delivered to the City, the artwork will be covered for loss or damage for the duration of the exhibition – up to the time of collection on Sunday 29 June 2025 – and includes replacement materials and workmanship to the value nominated by the artist on the entry form to the maximum value of \$2,000.
44. The information including any personal information that the artist provides will be used by the City for the purpose of the exhibition. The City will not share any information collected with third parties. By submitting an entry, the artist consents to use their contact details for the purposes of the exhibition. This information will be collected, processed, used and protected in accordance with the applicable data security and privacy laws.
45. In the event that the State Government publishes COVID-19 and other emergency measures, including restricting public gatherings, the City can vary terms and conditions as required and at short notice and will notify entrants of any changes by email where necessary.

Artwork sales

46. All artworks must be available for exclusive sale by the City and artists must set their own prices at time of entry.
47. A sales commission fee of 20%, paid to the City, will apply on all sales and must be included in the sale price.
48. Artwork is not to be priced for an amount greater than \$2,000, including any GST (if registered).
49. The sale price cannot be changed once the entry form is submitted and remains fixed for the duration of the exhibition.
50. The City acts as an agent (agency sale) on the artist's behalf and does not take ownership of the artwork. The City will not issue invoices for sale of artwork.
51. The City makes no guarantee with respect to the sale of artwork.
52. All artwork sales must be processed by the City on site at the exhibition. Artists must not sell their work privately prior to or during the exhibition. Sales made by the City will be upheld over any other sales enquiries the artist may receive.
53. Where requested, the City may forward purchaser contact details onto the artist to directly manage sales of other and future artworks not included in the exhibition. The City will not share private information of the artist, including contact details with third parties.
54. The City will contact all artists if their artwork has been sold. The artist must reply by email to the City within **7 days** with return of all requested documents and information as outlined below.
55. To complete the sales transaction, the artist must have a working email (as provided at time of entry) to receive and send the City's finance requirements, including:
 - a) Upon sale of an artwork, if an artist does not have an Australian Business Number (ABN), they will be required by the City to submit an Australian Taxation Office **'Statement of Supplier Form'** (via email).
 - b) If not already a supplier of the City, artists are required to complete the City's **'New Supplier Form'** (via email) in order to receive payment.
 - c) The artist must supply a valid **'Tax Invoice'** (via email) to the City to receive payment for their sold Artwork with the cost deducting the City's 20% commission fee.
56. If the artist does not complete the above finance requirements, the sale may be void and refunded to the purchaser.
57. Sold artwork collection arrangements will be made directly between the City and the purchaser and the artist will not need to collect the artwork from the venue on **Sunday 29 June 2025**.

Deliveries and collections

58. All artworks must be delivered to the exhibition space at Lakeside Joondalup Shopping City on **Sunday 15 June 2025, 11am-2pm**. Artworks not received within these times will be excluded from the exhibition and refunds for entry fees will not be granted.
59. If required, the City will comply with current Government-mandated restrictions as advised by the WA Health Department.
60. An artwork delivery form must be completed and supplied by the artist and attached to the artwork upon delivery – otherwise the artwork cannot be accepted.
61. All unsold artworks must be collected by the artist on **Sunday 29 June 2025, 11am-2pm** from Lakeside Joondalup Shopping City. Artworks cannot be collected any earlier or any later.
62. Artists are responsible for the transport and packing of their artworks for delivery, including all associated costs, plus the transport of their unsold artwork from the exhibition.
63. Artists must accept that the City is unable to store artworks after the collection period and close of the exhibition. If artists are unable to collect artworks they must arrange for a suitable person to collect on their behalf and notify the City in advance, approving the alternate collection person in writing.
64. Any artwork not collected within the specified timeframe shall be dealt with at the discretion of the City. Uncollected artworks will become the property of the City and may be disposed of at its discretion.

Subject to change

65. Please note these terms and conditions are subject to change. While every effort is made to adhere to these terms and conditions, in unavoidable circumstances the City will communicate such variations and change, as sent to artists, when and where such details become known.

Appendix 1: Hanging Instructions

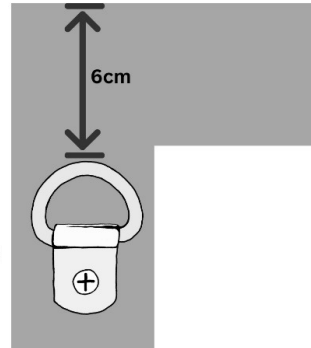
Two-dimensional (2-D) artworks must be fixed with **D-rings** on each side of the frame to ensure that they are compatible with the hanging system.



D-RING INSTALLATION GUIDE

Install so that there is 6cm between the top of the frame and the top of the d-ring

Make sure that the d-ring isn't overhanging on the frames edges



D-rings can be sourced from picture framers and quality hardware stores.

Examples of **correctly** installed D-rings:



D-rings installed with no hanging wire



D-rings installed with hanging wire below the D-rings.

Example of **incorrectly** installed D-rings:



Hanging wire installed in the same location as the D-rings.

Artists unsure about hanging devices are encouraged to get in touch with the City's Cultural Services Team by emailing visualarts@joondalup.wa.gov.au or calling 9400 4000.