

Rockingham Arts Centre

2025 Pop Up Exhibition Application Information Pack

Applications Open: 26 February 2025

The Rockingham Arts Centre (RAC) and the City of Rockingham (the City) is now seeking applications for weekend pop up exhibitions and displays to be held in the Multipurpose Room during selected weekends throughout 2025. The City encourages applications from individual artists and groups and aims to present a balanced program to promote local artists through a series of short-term exhibitions, reflecting the diverse nature of the community.

About the Rockingham Arts Centre

Located in a prime position at 11 Kent Street, Rockingham, the RAC is in a refurbished ambulance centre. During 2022, the Centre underwent extensive refurbishments which included upgrades to the multipurpose room for greater diversity in this space to allow for weekend exhibitions and pop up events.

How to apply

[Complete the online application form.](#)

<https://www.surveymonkey.com/r/DMJXPTN>

Detailed information about applying and exhibiting can be found below. If you have further questions, please contact the Arts Centre Officer prior to submission on 9527 0734 or caro.phillips@rockingham.wa.gov.au

Key dates

- Applications open – 26 February 2025
- Applications close – 11 April 2025
- Applicants will be advised that their application has been received within 5 days of submission.
- Review of submissions – Ongoing.
- Applicants will be advised of an outcome within 14 days of closing date.

Here are some practical tips for your application:

- Write clearly without jargon – get your idea across as simply and clearly as possible.
- Use high quality images to support your application. These should include images of the artwork/items you plan to exhibit/sell



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- Provide an up to date, relevant CV for yourself or, if the application is on behalf of a group, a group biography, including your art practice and/or craft, your vision and purpose, and images from individual group participants.

Pop Up Exhibition Criteria

The following criteria will apply to weekend pop up exhibitions and displays:

Allowable items

- 2D and 3D artwork
- Jewellery
- High quality ceramics
- High quality handicrafts
- Wire artwork
- Woodwork
- Metalwork
- Literary events
- Other items upon consultation

Non-allowable items

- Second hand books and magazines
- Plants
- Knitted items
- Clothing including baby wear
- Consumables (e.g. Tea, chocolate, fudge)

Exhibition information

Duration: Pop up exhibitions and displays will run over three days being Friday, Saturday and Sundays. Installation will commence on the Thursday afternoon from 12pm with de-installation completed by 12pm the following Monday.

Pop up exhibition and display hours must align with the Gallery opening hours unless otherwise agreed upon by the Arts Centre Management
10am – 4pm, Friday, Saturday, Sunday

Space



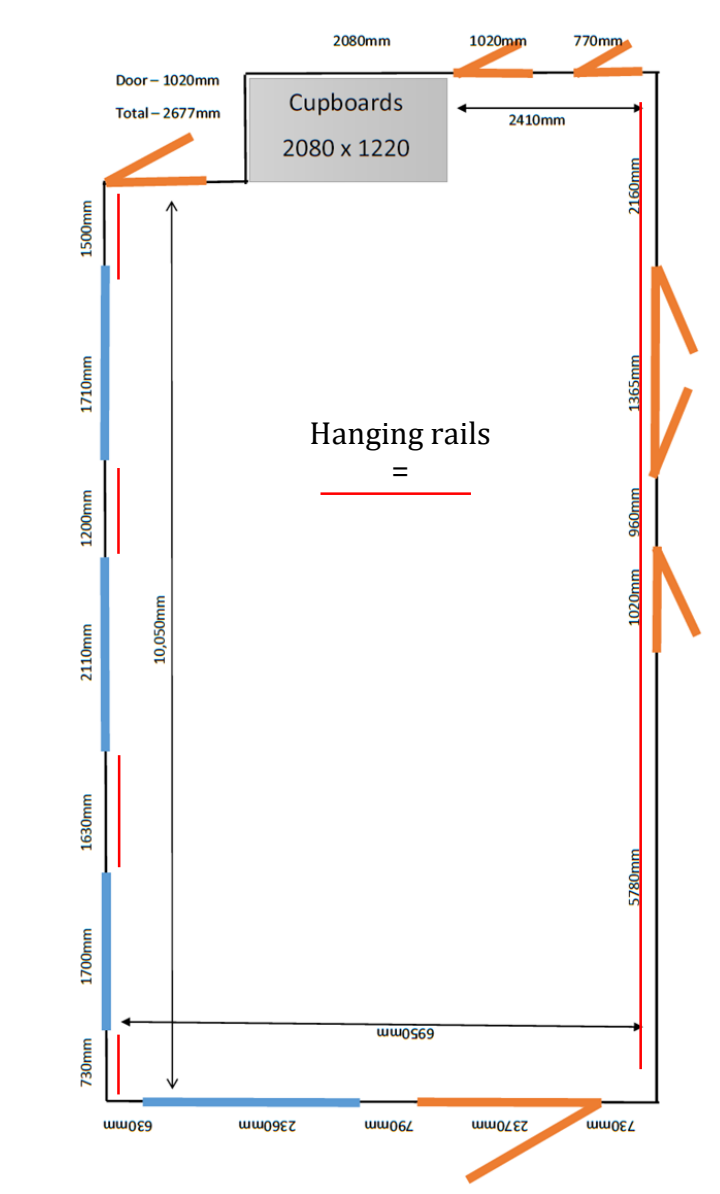
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The Multi-purpose room has a capacity of 50 people with no obstacles in the floor plan (plinths, props). With obstacles the capacity is between 20-30 people dependant on the layout.

See floor plan below (Please note: this plan is not to scale)



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- Hanging rails are located on three of the walls allowing larger works to be suspended from an adjustable wire hanging system via D rings on the artwork.
- Direct fixing onto walls is not permitted. Artists may bring their own equipment, props and tablecloths to support their exhibition/pop-up shop. Any damages to the building will be deducted from the bond payment

Equipment

- Plinths – there are nine (9) plinths of varying dimensions which can be utilised **if not** being used in the Gallery
- Four mobile walls
- Hanging wires and hooks
- Projector and screen
- 25 folding tables
- Chairs
- Signage to be placed outside
- Reception desk
- Wine glasses and platters for opening events. (Exhibition applicants only. Please note: any breakage costs will be deducted from bonds paid)

Artist fees, costs and inclusions

- Each pop up exhibition and/or display will attract a hire fee of \$100/weekend plus bonds
- The RAC will cover artists who do not hold their own public liability under the City's public liability insurance for stallholders
- Artists will handle all sales and there will be no commission
- In the event an artist/community group damages the space, a bond of up to \$300 may be deducted

Installation/de-installation

- Installation to commence from 12pm Thursday
- De-installation to be completed by 12pm Monday
- All artworks to be hung on walls including portable walls must be hung using the City's hanging system and must come provided with D rings ready for installation

Bond Payment



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The following bond payments are applicable and payment is due no later than two weeks prior to your booking:

Maintenance Bond: \$250.00 (no alcohol)
Maintenance Bond: \$1000.00 (if alcohol is being served/consumed)
Key/Swipe Bond: \$50.00

User Responsibilities

All users are responsible for the following throughout and at the conclusion of the term of the hire:

- Operate within the agreed opening hours
- Bring in all signage provided each day
- No items can be placed outside the glass doors unless prior approval has been obtained
- Sweeping/cleaning of all floor surfaces including kitchen and toilet area
- All kitchen equipment used to be cleaned, dried and put away
- Oven to be left clean including gas cooktop and oven trays
- Fridge to be emptied and left clean
- All kitchen surfaces and sinks to be wiped down
- All rubbish bins to be emptied (including toilet bins) and bags placed in large bins in rear courtyard
- Equipment to be stored away correctly
- Hanging wires to be individually rolled and placed into bags provided
- Any associated costs with additional cleaning required will be deducted from bond payment
- Any breakage costs of glass wear or serving platters will be deducted from bond payment