



GATAKERS ARTSPACE

311 Kent Street, Maryborough
Ph 07-4190-5723
gatakersartspace@frasercoast.qld.gov.au

EXHIBITION PROPOSAL FORM

1. EXHIBITOR DETAILS

Name of Exhibitor/s _____

Address _____

Telephone Wk _____ Hm _____ Mobile _____

Email _____

Contact person (of Group/Organisation) _____

2. EXHIBITION

Working title of exhibition _____

Summary of exhibition project _____

Summary of aims and benefits of exhibition project: _____

NB. Please attach one A4 page exhibition project rationale, description and benefits.

3. EXHIBITION DATES

The duration of exhibitions is between four and seven weeks. Preferred exhibition dates cannot be guaranteed, however the Gallery will endeavour to accommodate preferences where possible.

First preference: _____

Second preference: _____

Third preference: _____

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4. ATTACHMENTS TO BE INCLUDED WITH THIS APPLICATION

- Please attach exhibition project rationale, description and benefits (one A4 page or less)
- Artist's CV or information about the organisation
- CD or photographs, with full description of images (returned upon request)

PLEASE DO NOT SEND ARTWORK WITH THIS APPLICATION

5. ACCEPTANCE OF CONDITIONS

I/we have read the Guidelines for Exhibitors and accept the conditions of exhibiting at Gatakers Artspace.

Exhibitor Name

Signed: _____ Date: _____

Privacy Notice: In using this form you are providing personal information such as name and contact details. This information will be used for the purpose of assessing the exhibition proposal. Your personal information will be accessed by persons who have been authorised to do so. Your personal information is handled in accordance with the *Information Privacy Act 2009*.



Fraser Coast
REGIONAL COUNCIL

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EXHIBITION PROPOSAL GUIDELINES

Introduction

Gatakers Artspace is funded and operated by Fraser Coast Regional Council as a community cultural development service. Policies and procedures are followed to meet best practice in the arts and culture industry and local government requirements. The *Exhibition Proposal Guideline* has been prepared to provide you with all the necessary information in relation to submitting a proposal to exhibit at Gatakers Artspace.

Community Exhibitions Program

As well as supporting the professional development of artists, Gatakers Artspace is committed to exposing and promoting significant aspects of the region, encouraging community participation in Gallery activities, fostering curatorial practice to advance artists' own understanding of their work and encouraging a healthy and sustainable local arts industry.

A range of exhibitions are programmed for Gatakers Artspace including touring exhibitions. In tandem with these, the Community Exhibitions Program encourages artists from the Fraser Coast region (and a proportion of other artists from elsewhere) to exhibit.

Artists or organisations wishing to exhibit will need to read the background information below and then submit the two-page application form attached.

Guidelines for Exhibitors

All memorable exhibitions begin with an imaginative concept. Initially your concept may be broad and ambitious or very simple and defined. At the embryonic stage of an exhibition, it is important to objectively assess your work and to research any reference points you are interested in exploring. You may visualise your show as a complete departure from your normal practice, a chance to experiment with new techniques or imagery, or it may be a consolidation of your established work.

After developing your concept through testing and refinement, start examining the feasibility of the show. This is an essential time to come in and see first-hand the dimensions of the Gallery spaces. Gallery staff can assist with professionally configuring the presentation of your exhibition.

As a public building, Council has a duty of care under the Workplace Health and Safety Act. If your exhibition involves any hazardous substances, you will have to rethink the concept! Such questions are important to raise with the Senior Arts & Cultural Officer at the outset.

There may also be restrictions on the size and weight of the works. Do not produce the artwork, and then attempt to fit it in the space. Use the gallery floor plan to help design your show but maintain a degree of flexibility throughout the process of developing and presenting your exhibition.

Your exhibition proposal will be assessed by the Senior Arts & Cultural Officer who will make a recommendation as to whether or not the exhibition will be scheduled. The Senior Arts & Cultural Officer will be happy to provide critical and constructive appraisal of your proposal if the application is unsuccessful.



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Proposal Assessment

Guidelines and tips have been provided here to help explain the assessment criteria and assist in the development of your exhibition and the exhibition proposal.

To give your exhibition proposal the best chance of being accepted it is essential that you provide **all** the information requested in this application and address each section in full. If, for example, you have not provided a CV or good quality images of current work, or your proposal is poorly presented, your application will not be accepted and a resubmission may be requested.

TIP – seek the advice of staff (examples of other proposals can be viewed on request) or the assistance of someone who has skills in document presentation.

Your exhibition proposal will be assessed using the following criteria:

- The exhibition concept (intent of the exhibition) is a major consideration and will be considered in light of: originality of the theme or intent of the concept; innovative approach to the theme and development of the work, considered presentation methods, opportunity to engage the audience; and artistic merit.

TIP – view other exhibitions, what is interesting or engaging and made you want to go back for a second look? Does your work offer something new or challenging for the audience? What is so 'original' about the theme? Is the work fresh, new, innovative and presented in a professional manner?

- A professional approach demonstrated by an artist in development of their practice, and presentation of themselves and their work, is viewed positively.

TIP – be sure to present good quality images of current artwork. The exhibition proposal should be well presented, clearly addressing each section. Professional presentation of artwork is essential. Look at this project as a way of developing/enhancing your skills as an artist, growing your professional profile, and broadening your approach to making and thinking about art.

- In addressing aspects of 'community cultural development' i.e. what experience the audience will have when they view the exhibition, it is useful to consider opportunities for public or education program development.

TIP – think of how your work will engage the audience. What might people want to know? How will school children be encouraged to learn something from viewing the artwork? Actively engaging people in either the techniques used to create the artwork or the theme of the exhibition is encouraged wherever possible. Seek advice from the Gallery's Exhibition Officer.

- The exhibition program at Gatakers Artspace aims to cover a wide range of media, conceptual development and origin of the artwork in a balanced program over a two-year cycle.

TIP - Avoid an exhibition that might duplicate curatorial concepts previously presented. Artwork must not have been shown previously at Gatakers Artspace. Artists will not be allowed to exhibit more than once in a two-year cycle (unless part of an annual group exhibition).



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1. EXHIBITION BUDGET

For your reference, these are the typical **costs** your exhibition will incur:

- Development, production and presentation
- Hire of exhibition space (insurance, security, power, etc)
- Transport and freight insurance
- Documentation (condition reporting, photographs and critical review)
- Exhibition opening function (catering, guest speakers, etc)
- Public and education program speakers/material and preparation
- Catalogue or room brochure
- Preparation and distribution of promotion and advertising material

For your reference, these are the typical **income** sources for your exhibition:

- Grants
- Sponsorship
- Earned income (eg. sale of catalogues, merchandise and artwork)
- Artists/speakers fee
- Exhibitor contribution
- Other sources

Following is a checklist of exhibition costs incurred by both exhibitor/s and the Gallery. Please consider the financial viability of your project before proceeding.

Exhibition Hire Fee (\$186.00 including GST)	<i>Exhibitor</i>
Transport and delivery of artworks to Gallery	<i>Exhibitor</i>
Insurance for artworks in transit	<i>Exhibitor</i>
Framing (Gallery frames are available for hire)	<i>Exhibitor</i>
Catalogue	<i>Exhibitor</i>
Guest speaker and/or floor talk at opening function	<i>Exhibitor</i>
Opening function catering	<i>Exhibitor</i>
Invitation design & printing (black and white)	<i>Exhibitor</i>
Invitation mail-out (Gallery mailing list & nominated invitees)	<i>Exhibitor</i>
Staff at opening function	<i>Gallery</i>
Security and on-site insurance (for the duration of the exhibition)	<i>Gallery</i>

2. INSTALLATION

The Gallery has a fully trained installation team, which handles all the exhibition installations and demounts. The Senior Arts & Cultural Officer works with this team to ensure the best placement of artworks within the exhibition space.

The artist will be consulted about specific installation requirements of artworks, if necessary. Otherwise, the artist is requested to allow the installation to be handled entirely by Council.

3. LABELS AND EXHIBITION INFORMATION

The Gallery will produce standard labels and a room brochure for the exhibition. A list of all the artwork titles, their medium (eg oil on canvas, mixed media, etc), the year of production, insurance values, and sale prices including gallery commission of 25% (plus GST as applicable to the sale prices) is forwarded to the Senior Arts & Cultural Officer prior to delivery and installation. An artist statement or exhibition overview is also required.