



GOONDIWINDI
REGIONAL CIVIC CENTRE

ARTSPACE

Exhibitors Guidelines

The Art Space



Goondiwindi Regional Civic Centre
100 Marshall Street
Exhibitors Guidelines

The Art Space

The Art Space is an art gallery managed by Council with a small committee selecting exhibitions. The Art Space is a community-oriented Gallery for local and touring artists and introduces the Goondiwindi region to a range of quality visual arts. The GRC schedules exhibitions well in advance, and this needs to be considered when you prepare your proposal.

Our Space

The Art Space is located at the Goondiwindi Regional Civic Centre at 100 Marshall Street, Goondiwindi, and was opened in November 2015. The Art Space is available for hire to artists, arts groups and curators to professionally display a range of exhibitions which enrich the cultural experiences of locals and visitors.

The Art Space is set inside of the refurbished heritage-listed Council building that welcomes a strong modernist style of architecture. The existing space began as the kitchen for the Town Hall and over the years was a craft workshop hub and even the local Meals on Wheels kitchen which has been renovated to create a professional gallery space that lends itself to exhibit a broad range of art. Art Space strives to offer the Goondiwindi community a hub for showcasing local and touring arts exhibitions.

Before you apply

- Have you got a clear exhibition concept?
- Have you considered the physical space and the Arts Space policies when considering your exhibition? Does your work complement the Arts Space and vice versa?
- How do you want your exhibition to communicate to the audience? Are there any support activities that could enhance it?
- Pieces must not be older than 2 years, unless a retrospective exhibition.

(Please Note: Goondiwindi Regional Council reserves the right to refuse a proposal or an exhibit considered inappropriate for viewing by the wide range of visitors to the Art Space.)

Steps to Apply

- Contact Art Space Coordinator to discuss
- A completed Exhibition Proposal or Expression of Interest Form, with attachments
- Consider use of the Art Space, walls, plinths or special display requirements
- Outline your exhibition history, include publications that are relevant and any education qualifications
- Images of previous works (maximum 5 images) The images must be emailed or supplied on a USB or drobox equivalent (Images are to be in jpeg format only)
- Preferred date for exhibition we will do our best to accommodate

Further considerations which may impact on the assessment of an application are:

- How the proposal contributes to the overall exhibition program at the Arts Space and;
- The capacity to meet the Exhibition Guidelines

Submitting your proposal:

Post above items to: Goondiwindi Regional Council LMB 7 INGLEWOOD QLD 4387	Hand delivers to: Goondiwindi Civic Centre 100 Marshall Street, Goondiwindi Monday to Friday 8:30am – 4:30pm Saturday 9am – 1pm	Email: artspace@grc.qld.gov.au
--	--	--

Enquiries

The Art Space Coordinator can answer questions regarding proposals over the phone or preferably by appointment. Contact the Coordinator on 07 4671 7400 or email artspace@grc.qld.gov.au.

Selection Process

A small panel consisting of GRC staff, Councillors and a community representative meet during the year to assess proposals and expressions of interest (EOI). You will be advised in writing of the decision regarding your exhibition proposal within three weeks after the panel has met.

Please note that applying for an exhibition at the Art Space does not guarantee that your proposal or EOI will be accepted.

Exhibition Selection Criteria

The application process involves a selection procedure based on key criteria:

- Does the exhibition demonstrate artistic merit?
- Will the exhibition compliment the annual exhibition schedule?
- Has the exhibition proposal considered a target audience or community involvement?
- Does the exhibition promote the cultural interests of the region?

Other considerations may impact on the assessment of an application, including:

- Art Space availability and scheduling
- Logistical requirements (e.g. size, weight, installation complexity, potential hazards)
- The level of detail provided in the EOI to support a well-balanced exhibition program

Exhibitor Responsibilities & Exhibition Requirements

Exhibition Agreement & Financial Responsibilities

Successful applicants must enter into a standard Exhibition Agreement with the Goondiwindi Regional Council. In the case of travelling exhibitions, an alternative agreement may be accepted, where applicable.

For group or organisational exhibitions, an authorised representative must be nominated to sign the agreement and act as primary contact.

Exhibitors are responsible for all costs associated with the exhibition, including the transport of artworks to and from the Art Space and insurance during transit. All applicable fees must be paid prior to the exhibition.

Where applicable, exhibitors may be required to complete a New Creditor Details Form and provide relevant tax documentation.

Sales & Commission

A 10% commission applies to all sales. Payments to exhibitors will be made in two instalments:

- Following the opening event
- Within two weeks of exhibition closure

Artworks are exhibited on consignment, with all sales managed by the Art Space.

Sold artworks must remain on display until the conclusion of the exhibition.

Marketing & Promotion

The Art Space will:

- Promote exhibitors via website, social media and mailing lists
- Distribution of posters and promotional materials locally
- Coordinate media coverage where possible
- Produce exhibition labels and basic promotional material

The Art Space will produce artwork labels and exhibition catalogues for approval. Once approved, exhibitors are responsible for any errors or reprinting costs.

The exhibitor retains copyright of their work and controls permissions for third-party photography within the exhibition.

Exhibitors Responsibilities

Exhibitors must provide:

- A list of works (title, size, medium, price is applicable)
- A short artist statement (max. 250 words)
- Promotional images and content

All materials must be submitted at least 4 weeks prior to the exhibition.

Additional promotional material may be produced by the exhibitor at their own cost and must be approved prior to use.

Exhibitors grant the Art Space permission to reproduce images of their work for promotional, marketing and archival purposes.

Brochures, Catalogues & Invitations

A limited number of brochures or catalogues (max 100) will be produced for display within the Art Space. Exhibitors may choose to create additional or privately published materials at their own cost, including catalogues and invitations.

All externally produced promotional material must be approved by the Art Space Coordinator prior to distribution and must include the GRC and Art Space logos.

Opening invitations will be distributed digitally via the Art Space mailing list, which includes Councillors, staff, media and relevant community contacts. Printed invitations are not provided by GRC.

Education Programs

The Art Space aims to provide educational programs, as part of exhibitions, whenever possible. Consider how your exhibition can contribute to this. Provide up to date curricula vitae, artist statements or relevant information, which could be helpful. Artist talks, tours and workshops are encouraged to coincide with an exhibition and can be discussed / arranged with the Art Space Coordinator. Any plans for workshops should be outlined in the Exhibition Proposal or Expression of Interest Form.

Installation & De-installation

The Art Space Coordinator is able to prepare the space and equipment for the exhibition and installation and de-installation however it is the responsibility of the artist to install /de-install the exhibition:

- The Art Space is equipped with professional track lighting and hanging systems. The hanging system in Art Space requires 2D works to have suitable 'D' rings/hooks attached. Artists are encouraged to attach 'D' hooks as close to the top of the works as possible to allow the works to hang flush with the wall.
- A ladder can be made available.
- Exhibitors are responsible for their own equipment. GRC will not accept responsibility for loss or damage of exhibitor's equipment.
- GRC will check that all lights are working prior to the opening of the exhibition. Lights must NOT be moved by the Exhibitor. Should lights require changing the Exhibitor must notify GRC staff.
- Following the exhibition, the Art Space must be returned to its original state (fill holes, repaint etc.). If the Art Space is not returned in its original conditions GRC reserves the right to withhold an appropriate portion of the bond paid. If repairs / maintenance is required as a direct cause of the exhibition, and these costs exceed the bond paid, an invoice for the outstanding amount will be forwarded to the Exhibitor for payment.
- The Art Space retains the right to manage all aspects of installation / de-installation.

- All participants involved in installation must complete a WHS induction and follow staff directions.
- Exhibition layout and display must be approved by the Art Space prior to installation. The Art Space reserves the right to request adjustments where required.

Use of Equipment & Facilities

GRC has a small selection of tools available to support an exhibition. Exhibitor's own tools and equipment must be clearly marked and GRC will not be responsible for loss or damage to exhibitor's equipment.

Display boxes, plinths and cases may be available for the duration of the exhibition, Art Space Coordinator will confirm this.

During the Exhibition

Any changes to the approved exhibition must be discussed with and approved by the Art Space Coordinator prior to implementation. Sound, music, or activities must not disrupt other areas of the Goondiwindi Regional Civic Centre.

Opening Event

The exhibitor may elect to host an official opening for the exhibition and will be responsible for all catering costs associated with their opening. The basic kitchen facilities and equipment are available for use at the opening. All opening activities must receive approval prior to the event. The kitchen is equipped with a refrigerator, microwave, dishwasher, oven, cooktop and hot water urn, will be at the exhibitor's disposal for the exhibition opening. The kitchen is provided for only basic food preparation.

The exhibitor is responsible for ensuring appropriate health standards are observed if preparing/providing food for the opening and that all Art Space areas used during the opening are left clean and tidy.

If alcohol is to be available at the opening function, the exhibitor is to provide a person dedicated to the safe and responsible serving of alcohol and all legal requirements of alcohol service are to be met.

Art Space staff working during the opening function are not available to assist with the serving of food and/or drink or cleaning.

Hours allocated for an exhibition opening are 5:30pm to 7:30pm, if held outside of the Art Space regular opening hours.

Tablecloths will be the responsibility of the exhibitor. The Art Space can supply a number of tables for the function. Each table measures 76 cm wide x 183 cm long. If more than can be catered for are expected, it is the exhibitor's responsibility to hire/provide additional furniture, crockery, cutlery etc.

The Facebook Event will be managed by Goondiwindi Regional Council. The sales will be communicated regularly between GRC staff and the exhibitor / representative of the group.

General Conditions

Goondiwindi Regional Council will not be held responsible for loss or damage to artworks or equipment. Exhibitors are responsible for any damage caused to the Art Space during the exhibition period.

Council reserves the right to cancel an exhibition if required and will not be liable for any associated costs or damages.

Sold artworks must remain on display until the conclusion of the exhibition and will be collected by the purchaser following the exhibition. The Art Space Coordinator will contact purchasers to arrange collection once the exhibition has closed.

Workplace Health & Safety

Any person assisting with the exhibition installation is to observe Goondiwindi Regional Council's Code of Conduct and Workplace Health and Safety (WHS) protocols. As 'temporary exhibition assistants' installers are expected to follow staff instructions, wear the appropriate personal protection equipment (e.g. covered shoes) and undertake a basic WHS induction on the day, prior to installation.

Ensure all electrical appliances created specifically for the exhibition are tag tested by a registered electrician before use in the Art Space.