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GOONDIWINDI REGIONAL COUNCIL EXPRESSION OF INTEREST TO EXHIBIT AT GOONDIWINDI REGIONAL CIVIC CENTRE ART SPACE

Our Space

The Art Space is located at the Goondiwindi Regional Civic Centre at 100 Marshall Street, Goondiwindi, and was officially opened in December 2015. The first exhibition was a display of photographs of the refurbishment from the original Council offices to the multi-function building now standing on the site. The Art Space is available for hire to artists, arts groups and curators to professionally display a range of exhibitions, which meet the Art Space Exhibition Hire Guidelines.

The Art Space is set inside of the refurbished heritage-listed Council building that welcomes a strong modernist style of architecture. The existing space purpose is to create a professional Art Space to exhibit a broad range of art. Art Space strives to offer the Goondiwindi community a hub for displaying local and touring arts exhibitions.

As part of its yearly exhibition program, Goondiwindi Regional Civic Centre Art Space dedicates a space to the exhibition of new work by artists, arts groups and arts organisations to enhance the cultural opportunities to the Goondiwindi region. This Art Space provides 17.67 linear metres (29.26 square metres) of display space and is equipped with museum-standard lighting and hanging systems.

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 Form.

GENERAL INFORMATION

Applications from local and touring artists, arts groups, curators, and arts organisations of which the primary focus of their exhibition is to provide a culturally enlightening experience to the Art Space visitors are encouraged.

Exhibition proposals must be new work, made for the exhibition, which has not been exhibited previously. Retrospective or award pieces may be considered. The Goondiwindi Regional Council calls for exhibition applications on an annual basis. The current application round is seeking exhibition proposals for the period of January 2026 to January 2027. Applications must be submitted before the deadline of 4:00pm on Monday 19 May 2025.

Applications will be assessed using the following criteria:

- Artistic content and concepts
- Quality and presentation of work
- Originality of concepts and techniques
- Clarity of thought
- Relevance to contemporary and/or historical art practice
- Variety
- Consideration for talks and education programs

Successful applicants will be advised of the acceptance of their proposal and offer to exhibit during via written correspondence in July 2025.

Unsuccessful applicants will be notified in writing. Please note that no further correspondence will be entered into between the Goondiwindi Regional Civic Centre Art Space and unsuccessful applicants.

Applications for the Goondiwindi Regional Civic Centre Art Space must be submitted no later than **4:00 p.m. on Monday 19 May 2025** for consideration in the 2026 exhibition program and include all relevant attachments.

Submissions can be emailed, hand-delivered or mailed to the Art Space. Please label your completed application Goondiwindi Regional Civic Centre Art Space **Application**, address it to the Goondiwindi Regional Civic Centre Art Space and send to:

By email: mail@grc.qld.gov.au

By hand: Goondiwindi Regional Civic Centre Art Space, 100 Marshall Street

By mail: Goondiwindi Regional Council Locked Mail Bag, INGLEWOOD, QLD, 4378

Goondiwindi Art Space Exhibition Application Form

Details of Applicant		
Organisation / Group Name: <i>(if applicable)</i>		
Name of Contact for Organisation / Group:		
Artists Name / s:		
Postal Address:		
Phone	Home:	Mobile:
Website: <i>(If applicable)</i>		
Facebook or Instagram Page Name: <i>(If applicable)</i>		
Email		
Preferred Contact Method	<input type="checkbox"/> Email or <input type="checkbox"/> Post	
Preferred Exhibition Dates		
<p>Below are dates for exhibitions in the Art Space from January 2026 to January 2027. The Art Space Committee will only accept applications for these specific exhibition dates.</p> <p>Please indicate your three preferred exhibition dates by numbering from 1 to 3 (1 being the most preferable exhibition dates) in the column provided.</p>		
Exhibition Period (including installation and de-installation)	Three Preferred Dates	
14 January – 3 March 2026		
4 March – 21 April 2026		
22 April – 9 June 2026		
10 June – 28 July 2026		
29 July – 15 September 2026		
16 September – 3 November 2026		
4 November – 15 December 2026		
16 December 2026 – 2 January 2027		
<p>Do you plan to host an 'opening'? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>Refer to Art Space Guidelines for Opening requirements</i></p>		
<p>Photography and videography</p> <p>Do you grant permission for visitors of the Art Space to take photos and videos that may include your works? Yes <input type="checkbox"/> No <input type="checkbox"/></p>		

Do you grant permission for Goondiwindi Art Space to pass contact information to our gallery/artist network? Yes ☐ No ☐

Proposed Exhibition Details

The following information is required for the purposes of assessing applications and the preparation of preliminary publicity and promotional material for successful applications.

Title of Project / Exhibition:

Summary of Project /
Exhibition:
(Max 50 words)

You are required to complete the details below succinctly to properly convey your exhibition proposal to the Art Space Committee to assess.

What is the premise for the
exhibition?

What type of artworks do you
intend to display?
(2D, 3D, medium etc.)

Why would locals and visitors to Goondiwindi engage in your art pieces	
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INSTALLATION REQUIREMENTS

Please list all exhibition display requirements known at this time – e.g. quantity and types of display boxes and plinths required, special hanging or lighting conditions etc.

IMAGES OF YOUR WORK

Please provide up to ten (10) images of artworks via photographs or jpegs. These can be images of completed artwork for the exhibition (if available) or images that are indicative of the exhibitor's practice, type of work proposed or curatorial scope.

The selection committee will accept quality photographs with artwork details on the back, or high-resolution jpegs (either emailed or on CD/USB) with image details provided in the text box below. Jpegs should be no more than 2MB at 300dpi. Image details should be formatted by: *Artist/Title/Year/Medium/Dimensions*.

Image details:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

CHECKLIST

Attachments
The following documents must be attached to complete this form:
<input type="checkbox"/> Exhibition / project plan including use of walls, plinths etc. (1 x A4 page only)
<input type="checkbox"/> Resume or Artists Statement (1 x A4 page only per artist)
<input type="checkbox"/> Online storage drive i.e. Google Drive containing maximum 10 digital images (JPEG format), minimum 500kb in size of recent or proposed work to illustrate your proposal.

GUIDELINES FOR EXHIBITING

1. FINANCIAL COMMITMENTS

- 1.1. All fees must be paid to GRC four (4) weeks prior to the exhibition, or upon receipt of GRC invoice. GRC is not in a position to pay artist's fees or transport.
- 1.2. Exhibition art works are accepted, on consignment, for sale by the Art Space on behalf of the exhibitor. The price list will be printed by GRC and sales details will be held by GRC.
- 1.3. New Creditor Details Form and ATO Statement must be filled out by a Supplier and returned, if applicable.
- 1.4. Payment to artists will be made in two parts;
 - a) First payment following the opening event; and
 - b) Second payment within two (2) weeks of exhibition closure. The artist / exhibitor will be notified prior to the conclusion of the exhibition of the intended payment date.

2. MARKETING AND PROMOTIONS

- 2.1. A list of all works being exhibited must include each title, size, medium and date of execution, and price if listed for sale. These details must be supplied to the Art Space via Art Archive no less than three (3) weeks prior to the installation of the exhibition.
- 2.2. The exhibitor is responsible for any written and electronic material supporting the exhibition. The Art Space requires the exhibitor/authorised representative to provide promotional material, including a poster, a statement (no longer than 250 words) including the artist's name and related material for media release. All promotional material must be submitted to the Art Space no later than four (4) weeks prior to exhibition.
- 2.3. The exhibitor grants limited non-exclusive copyright to the Art Space for the explicit purpose of reproducing works from this exhibition for hardcopy, online and social media publicity and advertising relating to the exhibition and for the promotion of Council's services and facilities. The Art Space reserves the right to take 'over-view' documentation of the exhibition for archive and educational purposes. The creator of the work holds the copyright and is the only individual able to grant permission for anyone to take photographs in or of their exhibition.

3. WORKPLACE HEALTH AND SAFETY

- 3.1. Any person assisting with the exhibition installation is to observe Goondiwindi Regional Council's Code of Conduct and Work Place 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.
- 3.2. Ensure all electrical appliances created specifically for the exhibition are tag tested by a registered electrician before use in the Art Space.

4. DURING EXHIBITION

- 4.1. All exhibition opening function activities must receive approval from the Art Space. If applicable, this will be confirmed during the scheduled meeting with Art Space staff.
- 4.2. Music and volume is at the Art Space Coordinator's discretion. It must not intrude on other spaces within the Goondiwindi Regional Civic Centre. Live music is discouraged during the exhibition period except during opening event/s.
- 4.3. Any changes to the approved exhibition expression of interest need to be discussed and approved by the Art Space Coordinator before implementation of the changes.

5. OPENING NIGHT

- 5.1. 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 and hot water urn, will be at the exhibitor's disposal for the exhibition opening. The kitchen is provided for only basic food preparation.

- 5.2. 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.
- 5.3. 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.
- 5.4. Art Space staff working during the opening function are not available to assist with the serving of food and/or drink.
- 5.5. Hours allocated for an exhibition opening are 5:30pm-7:30pm if held outside of regular opening hours.
- 5.6. 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 glasses etc.
- 5.7. Event will be promoted on Goondiwindi Art Space social media accounts managed by Goondiwindi Regional Council. A Facebook event will be created with information for attendees, and for them to RSVP/The sales will be communicated regularly between GRC staff and the representative of the group.

6. INSTALLATION AND REMOVAL OF EXHIBITION

- 6.1. The exhibitor is solely responsible for delivery and presentation of works, and removal of unsold works. Exhibitors will assist with the promotion and advertising of the exhibition. With respect to exhibition installation and removal requirements dates and times will be advised by the Art Space and must be adhered to.
- 6.2. Exhibition installation is to be undertaken by the exhibitor. Exhibition design and hanging of artwork will be collaborative unless the artwork is a site-specific installation. Site-specific installations will be discussed on a case-by-case basis. A GRC member will provide an induction, demonstration of equipment and work place health and safety requirements.
- 6.3. The Art Space requires the proposed installation/display/exhibition design to be submitted for approval by the final progress meeting. The design of the exhibition will be negotiated in conjunction with Art Space staff. The Art Space reserves the right to require an alteration to the layout at the time of installation should the standard of the layout not meet Art Space requirements.
- 6.4. The Art Space's hanging system requires that artwork, if to be hung, to be secured by D-hooks. These must be attached on both sides, in the top quarter of the artwork frame and at an equal measure from the top.
- 6.5. Sold art work(s) will remain at the Art Space for collection by the purchaser(s).

7. ART SPACE CONTRIBUTION

- 7.1. Art Space will display hard-copy invitations for patrons to take, and will distribute the electronic invitation to the Art Space's emailing list. The exhibitor will be responsible for their personal list and postage of invitations.
- 7.2. Information regarding the exhibition, supplied by the exhibitor, will be provided to Council's media contacts, and incorporated in Art Space advertising.
- 7.3. Art Space will supply one label for each piece within the exhibition. Where details on the labels have been proofed and signed off by the exhibitor the exhibitor will be responsible for cost of replacement or new label.
- 7.4. A catalogue will be produced by GRC using the information provided via Art Archive. The catalogue is provided to the exhibitor for proofing, once approved the exhibitor is responsible for content included and cost of any reprinting required.
- 7.5. Art Space display boxes and cases may be available for use with the exhibition, depending upon other exhibition commitments at the time.

8. GENERAL CONDITIONS

- 8.1. When two or more individuals are exhibiting, an authorised person must be identified to act as a representative of the group. The representative is to be authorised to act on

behalf of the exhibiting group in all matters pertaining to the exhibition and the authorised representative will be the liaison person between the Art Space and the exhibiting group only.

- 8.2. No work is to be removed from display before the closure of the exhibition.
- 8.3. The exhibitor is responsible for all insurance relating to transport and delivery and/or collection of work to and from the Art Space. Whilst on the premises the work is covered by GRC's insurance. The insurance value you provide on the Exhibition Proposal is indicative only. Any valuations are ultimately at the discretion of the insurance company.
- 8.4. While the Art Space is monitored by GRC staff and volunteers, GRC will not be held responsible for any damage to, loss or theft of any works in the exhibition.
- 8.5. Council and Art Space staff will not be held responsible in any way for any damage to or loss of any property whatsoever placed in the Art Space by the exhibitor nor for any loss incurred by the exhibitor through accident or failure of the electricity supply or other plant or equipment or by any other cause.
- 8.6. The exhibitor will be held responsible for and be required to rectify any loss or damage to property, furniture, appliances, or apparatus occurring during the period of hire of the Art Space. Damage will be deemed to include chipped or cracked property.
- 8.7. All directions and requirements imposed by Art Space staff regarding any aspect dealing with the use of the Art Space spaces by the exhibitor must be complied with.
- 8.8. Council reserves the right to cancel the exhibition at any time up to seven (7) days prior to the commencement of the exhibition.
- 8.9. Council and Art Space staff will not be held liable for any costs or damages arising from such cancellation, and the exhibitor agrees that no action will be taken against Council or Art Space staff because of such action.
- 8.10. The exhibitor will sign the Exhibition Agreement, which will constitute unreserved acceptance by the exhibitor of all the terms and conditions herein.
- 8.11. Assistance can be provided in seeking funding and sponsorship. The Art Space Committee must approve all sponsorship arrangements.
- 8.12. The Exhibition Agreement will state the delivery and collection dates and times, and these must be adhered to. The exhibitor is responsible for all costs involved with transport of work to and from the Art Space, including insurance.
- 8.13. The Art Space and Goondiwindi Regional Council must be acknowledged on all printed material associated with exhibition or educational material (digital logo supplied upon request). All sponsors and exhibitors will also be acknowledged on publicity material.
- 8.14. The GRC produces exhibition brochures and will require digital images of work.
- 8.15. The GRC will provide 80 printed copies of exhibition brochures, any additional will be at cost to the artist. If exhibitors wish to have a privately published catalogue, the costs and organisation of its production is entirely the responsibility of the exhibitor. Promotional material not printed by GRC will require checking and approval by the Art Space Coordinator before being published.

Timeline of Exhibition and Preparation	
6 months prior	<ul style="list-style-type: none"> Signed agreement and opening night details submitted to GRC.
6 weeks prior	<ul style="list-style-type: none"> Meeting between GRC Art Space representatives and Artist / contact at Art Space or via Teams.
4 weeks prior	<ul style="list-style-type: none"> All Fees must be paid to GRC. All promotional material must be submitted to GRC for approval. Ticket sales will be made available. New Creditor form and ATO Statement submitted to GRC (if applicable).
3 weeks prior	<ul style="list-style-type: none"> A list of all work (including size, title, medium and date of execution) submitted via Art Archive.

2 weeks prior	<ul style="list-style-type: none"> GRC will send brochures and labels to artist / contact for approval prior to printing.
1 week prior	<ul style="list-style-type: none"> Brochures and labels printed following approval received.
1st day of installation	<ul style="list-style-type: none"> WH&S, Art Space and hanging equipment instruction
During exhibition	<ul style="list-style-type: none"> First payment of sales will be made following the opening night.
2 weeks after exhibition de-install	<ul style="list-style-type: none"> Second payment of sales will be made within 2 weeks of exhibition closure.