



311 Kent Street, Maryborough, Queensland 4650

Phone: 07 4190 5818 · Email: gatakersartspace@frasercoast.qld.gov.au

www.ourfrasercoast.com.au/gatakers-artspace · Facebook: facebook.com/gatakersartspace/

EXHIBITION PROPOSAL

EXHIBITION TERMS AND CONDITIONS

If you wish to have an exhibition at Gatakers Artspace, please submit the following:

(tick box when completed)

1. Exhibition Proposal Form
2. Exhibition rationale and description (One A4 page or less)
4. Artist's CV or information about the organisation proposing the exhibition
5. Images of your artwork with full description of images.
DO NOT SUBMIT ARTWORKS WITH YOUR APPLICATION.
6. You must initial each page to indicate you have read and understood the terms.
7. Gatakers Artspace is committed to sharing and promoting exhibitions hosted within our gallery. This may include online, social media, video and print media. We also encourage visitors to take pictures during their visit to the gallery and share images through social media site and online, to promote the gallery and exhibiting artists. Applicants acknowledge that if successful in securing an exhibition at Gatakers Artspace their artwork may feature in non- commercial marketing lead by the gallery and images captured by visitors to the gallery.

Please note:

- Applications will not be assessed if the application is incomplete or missing attachments.
- Your exhibition booking is not confirmed until you have submitted this proposal, your proposal been assessed and you have received a letter of confirmation from Gatakers Artspace.



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THE ARTIST IS RESPONSIBLE FOR:

- Payment of the gallery hire/exhibition fee. An invoice will be sent and payment is to be made up to six months **before** the installation of your exhibition and needs to be paid within 14 days.
- **Artworks will be installed by Gatakers Artspace team.** The Artspace has a fully trained installation team, which handles all the exhibition installations and demounts. The artist will be consulted about specific installation requirements of artworks, if necessary. Artists are not permitted to hang their own work.
- Delivery of artworks to and from Gatakers Artspace is the responsibility of the artist.
- Artwork is to be delivered to Gatakers Artspace the week **prior** to installation week.
- The artist must collect or arrange transport of artwork within one week of exhibition closing. **If works are not collected without prior arrangement, Gatakers Artspace will organise return freight to the artist at the artist's expense.**
- Insurance for works in transit is the responsibility of the artist.
- Framing of your artworks. (Temporary frames may be available. Artists need to indicate on this application if they would like to use gallery frames. Use of Gallery frames will be dependent on availability).
- Artists are responsible for providing artworks that are in good condition and undamaged. Gatakers Artspace reserves the right not to display works on poor quality or damaged materials.
- Unframed works on paper. Artists are responsible for providing a hanging solution for unframed works on paper. Gatakers Artspace currently has a magnet system for hanging unframed works on paper which may cause damage to fragile or poor quality paper. Gatakers Artspace takes no responsibility for works on paper that are damaged due to lack of suitable hanging system or poor quality materials and reserves the right not to display works that could be damaged during installation.
- 3D works. Artists are responsible for ensuring 3D works are stable and without sharp edges which could cause injury the public. Gatakers Artspace reserves the right not to display unsafe or unstable works.
- Gatakers Artspace will promote exhibitions online and through social media. Please advise the Gatakers Artspace team if you intend to supply printed invitations.
- A list of artworks, including title, medium and sale price (if works are for sale) must be submitted 2 weeks prior to exhibition installation. Sale price must include the Artspace commission of 25% (including GST).
- All artworks must be clearly labelled on the back with the artist's name, the title and medium used.

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DOCS#4065545



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THE ARTIST IS RESPONSIBLE FOR:

- Payment for artworks sold will be made after the exhibition closes. Artists will be advised what items have sold at the close of the exhibition sales and will be required to invoice Council within 30 Days.
- All artworks **must** have **D rings** or you will be invoiced for their supply.

GATAKERS ARTSPACE WILL:

- Assess your application within 6 weeks of receiving.
- Advise you by email if you have been successful or unsuccessful in your application within 6 weeks of receiving.
- Install the exhibition - The Artspace has a fully trained installation team, which handles all the exhibition installations and demounts. The artist will be consulted about specific installation requirements of artworks, if necessary. Installations start on the Monday of install week.
- Provide a licenced bar and snacks at the opening function.
- Send out an electronic invitation for your opening event.
- Include exhibition details on Council's Our Fraser Coast website and Gatakers Artspace Facebook page.
- Provide security and on-site insurance.



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EXHIBITION PROPOSAL FORM

EXHIBITOR DETAILS	
Name of Exhibitor/s:	
Address:	
Telephone:	
Email:	
Contact person (of Group/Organisation):	

EXHIBITION DETAILS	
Exhibition title:	
Exhibition overview:	Please attach your full exhibition project rationale and description to your application. This could include the inspiration, subject, aims and target audience. (One A4 page or less)
Images:	Please attach up to 5 images to be used for marketing purposes. Clearly name the files with your name and the title of the artwork.
Medium:	What mediums will you be working in?
Will you be creating 3D Works?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be creating unframed works on paper?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be creating multimedia works that require screens or projectors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be including large works (over 1.5m) or works that requires specialised installation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you requesting use of Gallery Frames?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, will you be creating works in standard sizes (A4, A3, A2, A1)	<input type="checkbox"/> A4 <input type="checkbox"/> A3 <input type="checkbox"/> A2 <input type="checkbox"/> A1
<p>*Please note gallery frames have matts to suit standard size paper at A4, A3, A2, A1 size. <i>If you intend to create works in other sizes you will need to have matt boards created to fit gallery frames at your expense.</i></p>	

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EXHIBITION DATES

The duration of exhibitions is 6-8 weeks. Preferred exhibition dates cannot be guaranteed. Please indicate month and year.

First preference:

/

Second preference:

/

PREFERRED GALLERY

Preferred galleries cannot be guaranteed. Final gallery programming will be decided by Gatakers Artspace management and be subject to change.

Gallery 1

Gallery 3

Gallery 2

Gallery 4

FEES & CHARGES

The following fees and charges are applicable for the period of **1 July 2020 to 30 June 2021**.

All fees and charges are GST inclusive unless otherwise indicated.

Gallery 1:

\$170.00

Gallery 2:

\$170.00

Gallery 3:

\$127.00

Gallery 4:

\$170.00

ATTACHMENTS TO BE INCLUDED WITH THIS APPLICATION (tick when you have included)

Please attach exhibition project rationale and description. (One A4 page or less)

Attach Artist's CV or information about the organisation

Attach images of artwork examples, with full description of images. (Returned upon request)

***PLEASE DO NOT SEND ARTWORK WITH THIS APPLICATION**

ACCEPTANCE OF CONDITIONS

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

Yes

No

Exhibitor Name:

Signature:

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*.

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