

Community Access Spaces Exhibitor Information Pack

Townsville City Galleries

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Exhibition proposals are accepted throughout the year and are assessed by Gallery management in consultation with Gallery staff on a quarterly basis in October, January, April and July. Selections are made with the view of maintaining a diverse, high quality exhibition program that engages the community, taking into consideration community diversity, locally significant celebrations, the quality of applications and broad program of exhibitions and events of both Galleries.

Exhibiting Guidelines: All Spaces

Responsibility of the Exhibitor(s):

1. The artworks are to be mounted/framed in a manner compatible with the existing hanging system in each space. All frames should come equipped with hanging devices.
2. The overall final appearance of the exhibition must comply with the Gallery's display standards and is subject to the Creative Director's approval.
3. The works will at all times be at the risk of the Exhibitor(s). The Gallery will not accept liability for loss, theft or damage in connection with loaned property exhibited or stored at the Gallery.
4. No work may be removed until the end of the exhibition.
5. The installation and demounting of the exhibition is the responsibility of the Exhibitor(s) and will be executed within normal Gallery hours. Delivery and removal of the works are the responsibility of the Exhibitor(s). Works are to be removed immediately after the exhibition closes. No works will be stored in the Gallery.
6. All screws, hooks and wires are to be removed from the hanging rails and walls upon the exhibition's conclusion. Labels and blu-tack are also to be removed from the walls.
7. The development of all written and graphic content to be used for the labels and didactic panels are the responsibility of the Exhibitor(s) and should be provided to Gallery staff in a word processed digital document **6 weeks prior** to install. Provided text may be edited at Gallery staff discretion. Please see Gallery staff for advice.

The labels should take the following format:

Jack Smith
Self Portrait 2000
Oil on canvas
145 x 66 cm
Price (inclusive of GST and 30% commission*)
Edition number if applicable

* 30% commission not applicable at **YourSpace**.

Artists exhibiting in YourSpace are required to manage their own sales.

8. Launch function:

Exhibitor(s) within **YourSpace** may wish to hold a launch function. Please contact Gallery staff to discuss a launch function 6 weeks prior to the date (this includes arranging an access time on the morning/evening of the function if applicable.)

- No launch function will be arranged by the Gallery, but the Exhibitor(s) may, after negotiation with Gallery staff, organise and promote a launch function within **YourSpace** during Gallery hours, or at a time negotiated with Gallery staff.
 - Catering restrictions apply at these venues. Gallery staff will advise you on these restrictions when you contact them regarding a launch function.
 - The Exhibitor(s) will not be permitted to sell or provide alcohol at launch functions.
 - The Gallery can provide one table and one tablecloth if required, upon request 6 weeks prior, for use at the launch function.
 - It is the responsibility of the Exhibitor(s) to provide any catering and supplies, to clean up all food and beverage remnants, and to clean and tidy the area (if needed) at the end of the function. Please communicate with Gallery staff when ready to depart.
 - All RSVPs are the responsibility of the Exhibitor(s).
9. The use of the space is subject to the main floor exhibition schedule.
 10. Any other special requirements can be discussed with the Senior Exhibitions and Collections Officer. Gallery staff are available to assist with special needs by negotiation.
 11. Notwithstanding the above guidelines, the Creative Director, Galleries has ultimate responsibility for all matters pertaining to the Galleries and exhibition spaces managed by Pinnacles Gallery and Perc Tucker Regional Gallery, and users of the Gallery are required to comply with any directions from the Creative Director Galleries.
 12. The Exhibitor(s) will be required to complete the agreed actions in a timely manner as per the terms of the contract. Breach of any of the terms of the contract including the actions and timelines it details, may lead to the cancellation of the exhibition.

Responsibility of Perc Tucker Regional Gallery and Pinnacles Gallery upon a successful application:

1. The Gallery will give the Exhibitor(s) written confirmation of the exhibition and forward the Exhibitor(s) a Contract to exhibit in the agreed space. The Exhibitor(s) should read and sign the contract or make an appointment to meet with Gallery staff if they have any queries.
2. The Gallery will organise for the design and printing of exhibition labels and didactic panels in negotiation with the Exhibitor(s). The design and printing of invitations is the responsibility of the Exhibitor(s).
3. The Gallery will sell the works on behalf of the Exhibitor(s) providing that an artwork price list has been supplied by the Exhibitor(s). All price sheets must be inclusive of commission. The Gallery will charge a 30% commission* inclusive of GST on all sales. Payment to the Exhibitor(s) will be made 30 days after the conclusion of the exhibition.
4. The Gallery may draft and disseminate a media release regarding the launch of the exhibition. The Gallery may also provide some online promotion and advertising for each exhibition. Any other publicity should not be undertaken by the Exhibitor(s) without prior approval from the Gallery.
5. The Exhibitor(s) may arrange to meet with Gallery staff as required, and the Gallery may request intermittent meetings/studio visits with the Exhibitor(s) in the lead-up to the exhibition.

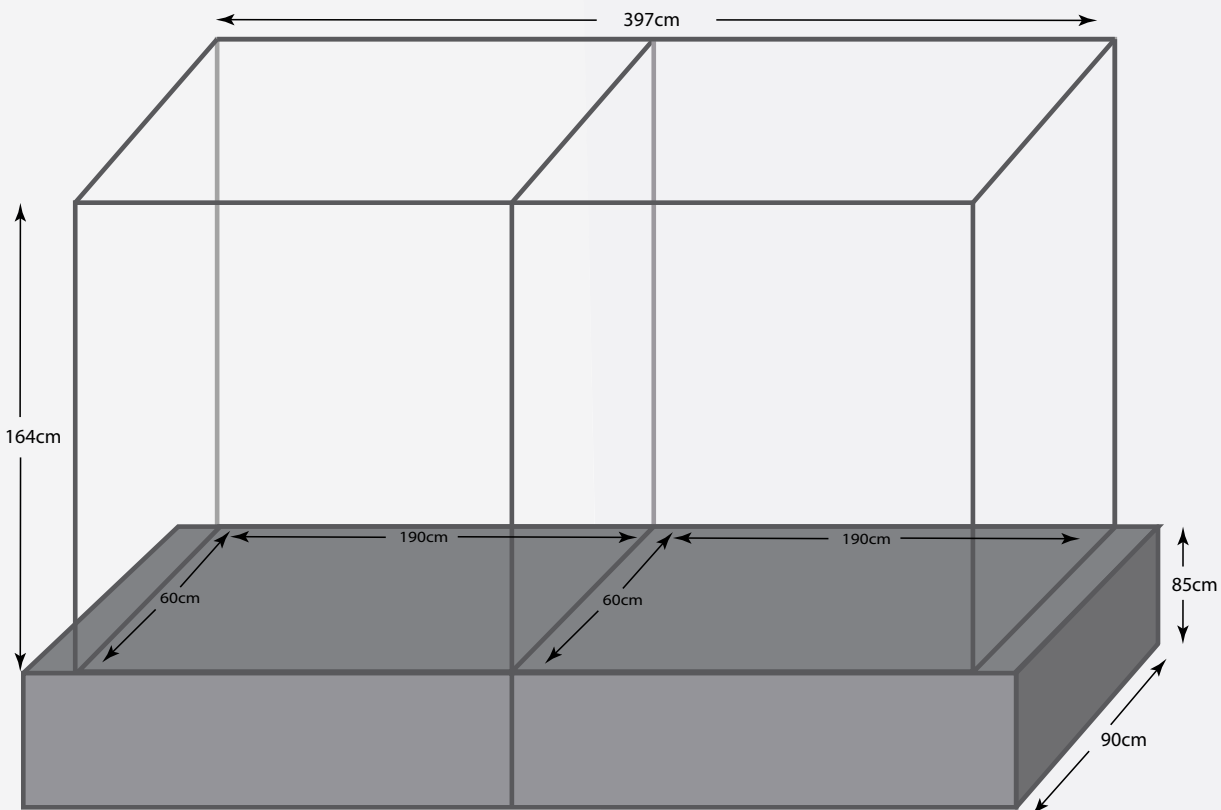
* 30% commission not applicable at **YourSpace**. Artists exhibiting in this space are required to manage their own sales.

Showcase



The **Showcase** at Perc Tucker Regional Gallery is often available for local artists to exhibit small scale works in a professional art gallery. Artists and groups are welcome to exhibit a range of mediums within this space.

Floorplan Showcase:



Specifications for the Showcase

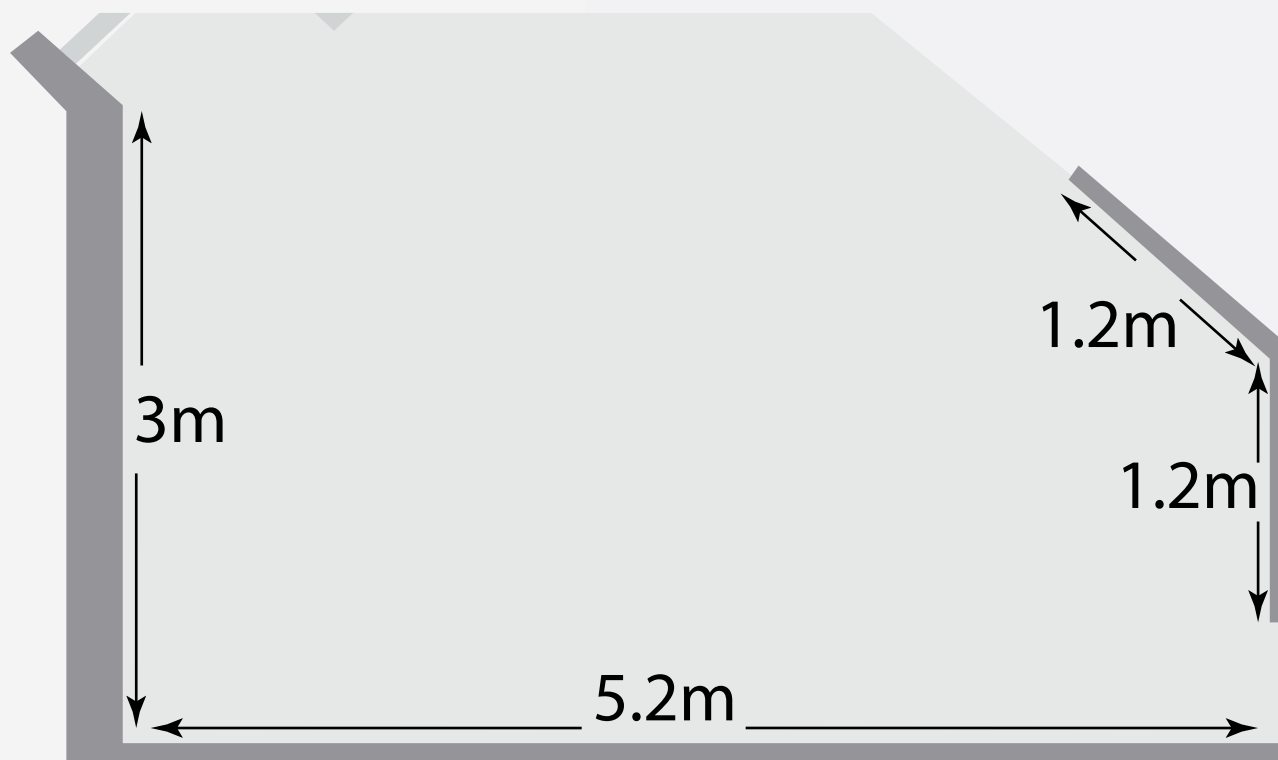
- Each cabinet has three adjustable glass shelves.
- Lighting: LED down lights installed inside the **Showcase**.
- Climate Control: A climate of approximately 21 degrees Celsius will be maintained throughout the exhibition.

YourSpace



YourSpace is a community resource owned and operated by Townsville City Council as part of the state-of-the-art refurbishment of CityLibraries Thuringowa Central. The space, located in the foyer of the library, aims to provide free exhibition space for artists, community groups and curators to exhibit recent artworks and exhibitions of local social, literary and historical significance. Please note, this space is often reserved for Library use May through August.

Floorplan YourSpace



Lineal meters: 10.6m

Specifications for YourSpace

- Lighting: Adjustable exhibition spotlights are installed along the length of the exhibition space.
- Climate Control: A climate of approximately 21-26 degrees Celsius will be maintained during business hours.

Exhibition Application Form

I/We _____ hereby submit an exhibition proposal to Perc Tucker Regional Gallery and Pinnacles Gallery, and in support of this application offer the following particulars:

Address: _____

Phone: _____ **Mobile:** _____

Email: _____

Preferred Dates:

Dates are subject to the main exhibition program

Preferred Space:

Please number 1-2 in order of preference
See Exhibitor Information Pack for details of each space.

- Showcase (Perc Tucker Regional Gallery)
- YourSpace (Foyer of CityLibraries Thuringowa Central)

Please note, should your proposal be accepted, and your preferred space is not available, you will be contacted to discuss an alternative space

Privacy Collection Notice:

You are providing personal information which will be used for the purpose of delivering services and carrying out council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given us permission or the disclosure is required by law.

Exhibition Title: _____

Medium of Work: _____

Please also send through with your application:

- **Your exhibition concept (max 300 words)**
- **Each artist's CV as applicable**
- **A minimum of 5 recent images (10 for group shows).**

Images should be .jpg or similar (not embedded in a text document) and be clearly labeled with the artist name, title of the work and year of completion (eg. VincentVANGOGH_StarryNight_1889.jpg). If images are provided physically on a USB or other device, a single printed index sheet with a thumbnail image of all of the works and their label details should also be supplied.

I understand that this is a proposal only and that a signed contract to exhibit is required to confirm the exhibition booking.

Signed: _____ Date: _____

Please forward the completed form to:

Exhibitions & Collections Team
Townsville City Council Galleries
PO Box 1268
Townsville, Qld, 4810
galleries@townsville.qld.gov.au

Perc Tucker Regional Gallery

Cnr Denham and Flinders St
Townsville QLD 4810
Tue - Fri 10am – 3pm
Sun 10am – 1pm

 (07) 4727 9011
 galleries@townsville.qld.gov.au
 whatson.townsville.qld.gov.au
 Townsville City Galleries
 TownsvilleCityGalleries

Pinnacles Gallery

Riverway Arts Centre
20 Village Blvd
Thuringowa Central QLD 4817
Tue - Fri 10am – 3pm

 (07) 4773 8871
 galleries@townsville.qld.gov.au
 whatson.townsville.qld.gov.au
 Townsville City Galleries
 TownsvilleCityGalleries