

# Community Access Spaces Exhibitor Information Pack

Townsville City Council  
Gallery Services



# Community Access Spaces Exhibitor Information Pack

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 Gallery Services' broad program of exhibitions and events.

## 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 Manager'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, invitations 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. Please refer to 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 this space are required to manage their own sales.

## 8. OPENING FUNCTION

- Please contact Gallery staff to discuss your needs for the opening 6 weeks prior to the date (this includes arranging an access time on the morning/evening of the function if applicable.)
- No opening function will be arranged by the Gallery, but the Exhibitor(s) may, after negotiation with Gallery staff, organise and promote an opening function within normal Gallery hours, or at a time negotiated with Gallery staff.
- The Gallery does not permit the serving of red wine or foodstuffs that leave scraps ie. chicken legs.

- The Exhibitor(s) will not be permitted to sell alcohol, but may offer it to guests at the opening function.
  - The Gallery has a portable PA system and lectern that may be used. It will be the responsibility of the Exhibitor(s) to nominate and arrange a speaker for the opening.
  - The Gallery can provide 1-2 tables and tablecloths if required, upon prior request, for use at the opening function. The Gallery can also provide a limited number of wine glasses, glasses, tea cups, saucers and carafes. These need to be returned clean to the kitchen.
  - The kitchen at Perc Tucker Regional Gallery is available for some cold storage in the fridge. One small Esky is also available, but ice and other cold storage are the responsibility of the Exhibitor(s) to provide.
  - It is the responsibility of the Exhibitor(s) to clean up all food and beverage remnants and to clean and tidy the kitchen (if used) at the end of the function. Please communicate with Gallery staff when ready to depart.
  - If you require catering at Riverway Arts Centre for the Galleria space, this must be arranged through the catering contractors, JaffaBar. Please contact them to discuss your requirements on 1300 914 524 or catering@jaffabah.com.au. No other catering is to be offered in this space unless JaffaBar is unavailable or otherwise unable to cater.
  - All RSVPs are the responsibility of the Exhibitor(s). Please contact Gallery staff 6 weeks prior to install if you wish to have your details included on the invites for RSVP.
9. The use of the space is subject to the main floor exhibition schedule.
  10. Any other special requirements can be discussed with the Exhibitions and Collections Coordinator. Gallery staff are available to assist with special needs by negotiation.
  11. Notwithstanding the above guidelines, the Manager Gallery Services has ultimate responsibility for all matters pertaining to the Regional Gallery and exhibition spaces managed by Gallery Services, and users of the Gallery are required to comply with any directions from the Manager Gallery Services.
  12. The Exhibitor 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 Gallery Services 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 Services staff if they have any queries.
2. The Gallery will organise for the design, limited printing and dissemination of an exhibition invitation, labels and didactic panels in negotiation with 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. Gallery Services 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 Gallery Services.
5. The Exhibitor(s) may arrange to meet with Gallery Services staff as required, and Gallery Services 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.

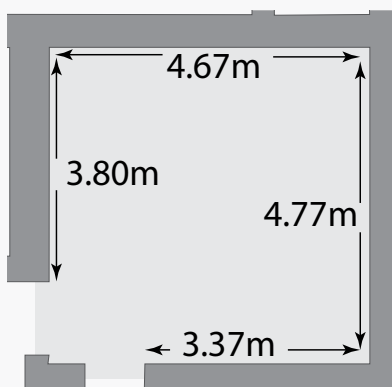
## Niche Space/Access Gallery



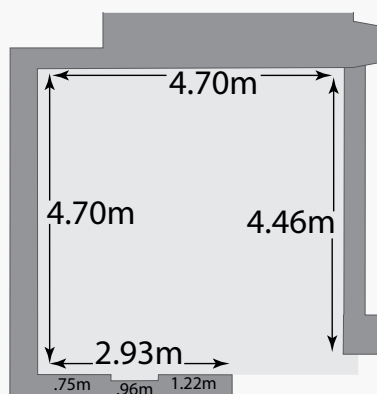
The Niche Space and Access Gallery are intimate spaces adjoining the major exhibition space on the ground floor at Perc Tucker Regional Gallery. These spaces are available for local artists to exhibit in a professional art gallery, and Exhibitor(s) are encouraged to use the space in an innovative way.

Floorplan Niche Space:

Floorplan Access Gallery:



Lineal meters: 16.6m



Lineal meters: 16.8m

### Specifications for the Niche Space and Access Gallery

- Works can be affixed directly to the walls by negotiation with the Exhibitions Officer.
- Lighting: Adjustable exhibition spotlights are installed along the length of the exhibition space.
- Climate Control: A climate of approximately 21 degrees Celsius will be maintained throughout the exhibition.

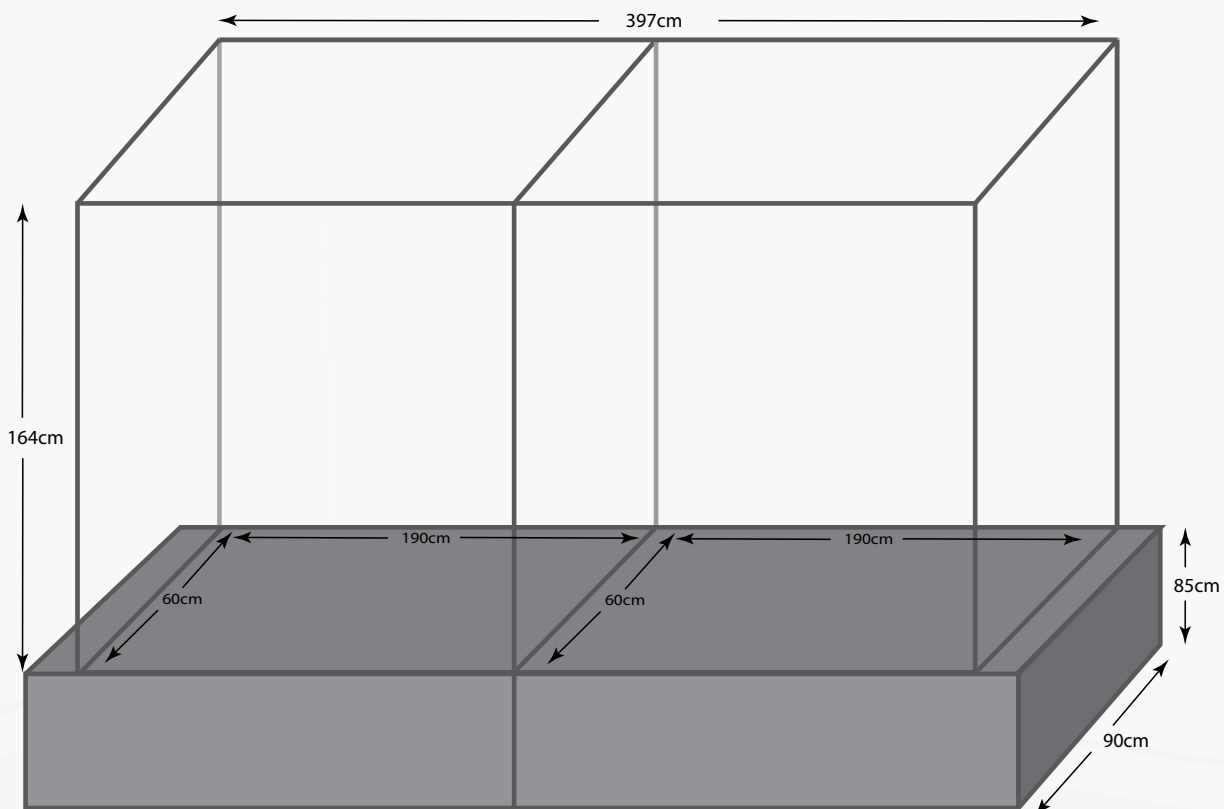


## Showcase



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.

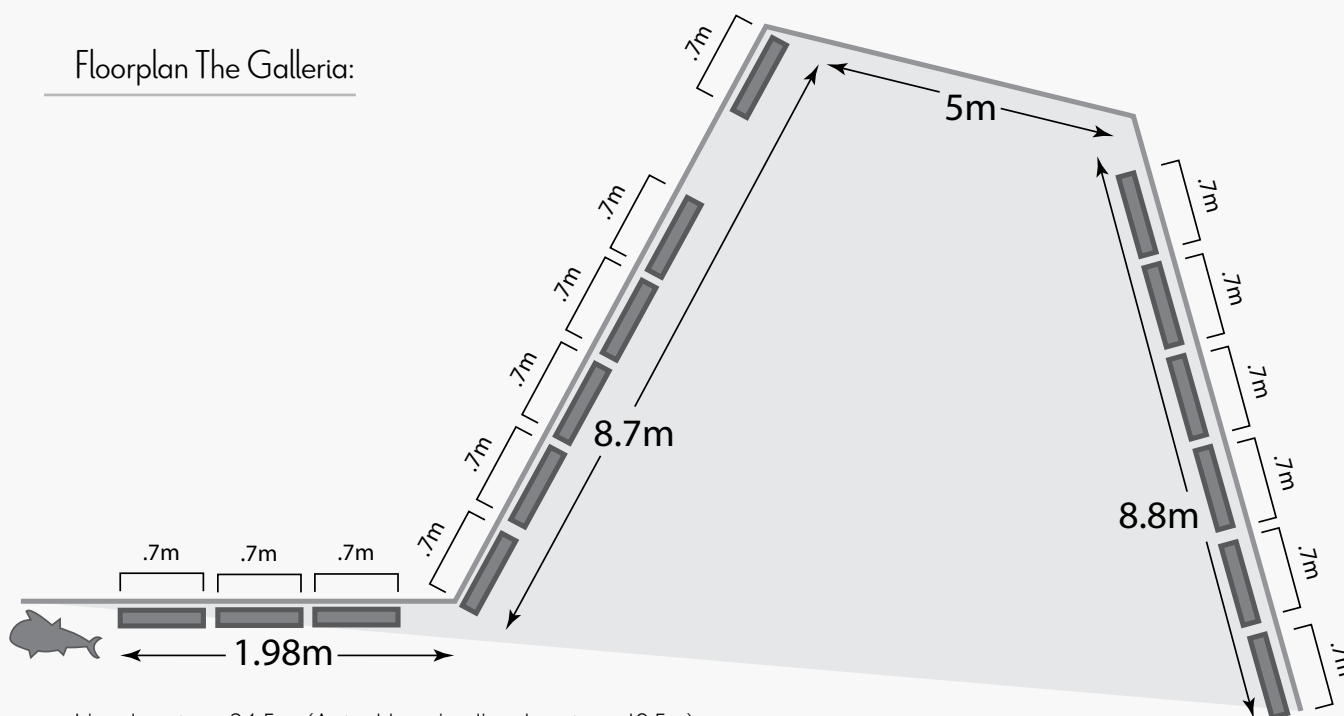


## The Galleria



The Galleria is a community resource, owned and operated by Townsville City Council. It is located within the foyer of the Riverway Arts Centre. The Gallery provides the opportunity for artists and community groups to display works that can be viewed from both sides.

### Floorplan The Galleria:



Lineal meters: 24.5m (Actual hanging lineal meters: 19.5m)

### Specifications for The Galleria

- Climate Control: A climate of approximately 21 to 26 degrees Celsius will be maintained during business hours.
- Consideration should be taken by the Exhibitor(s) when exhibiting as the windows of The Galleria have an Ultra Violet film blocking harmful rays, however the artwork within the space will still be exposed to direct sunlight during the course of the day.

Environmental Measurements at 1.30pm 29/10/2013:  
 Temperature: 24 - 25 degrees Celsius  
 Relative Humidity: 60 - 70 %RH  
 Visible Light: 350 - 2300 Lux  
 Ultra-Violet (UV): 235 - 328 UV uW/Lumen (up to 2931 Lux)



## YourSpace



YourSpace is a community resource owned and operated by Townsville City Council as part of the state-of-the-art refurbishment of Thuringowa Library. The space 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.

### 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 Gallery Services and in support of this application offer the following particulars:

### Contact Details:

Address: .....

.....

Phone: ..... Mobile: .....

Email: .....

**Preferred Dates:** (Dates are subject to the main exhibition program)

### Preferred Space: please number 1-5 in order of preference

(see Exhibitors' Information Pack for details of each space)

- Niche Gallery (Perc Tucker Regional Gallery)
- Access Gallery (Perc Tucker Regional Gallery)
- Showcase (Perc Tucker Regional Gallery)
- The Galleria (Riverway Arts Centre)
- YourSpace (Thuringowa Civic Centre)

**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.*

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

**Exhibition Title:** .....

**Medium of Work:** .....

Please attach extra pages detailing your exhibition concept (max 300 words), as well as 5 recent images as jpg digital files, (or 10 for group shows) and each artist's CV as applicable. All images should be clearly labelled with the artist name, title of the work and year of completion (eg. VincentVANGOGH\_StarryNight\_1889.jpg). If images are provided digitally on a CD, a single printed index sheet with a thumbnail image of all of the works on the CD and their identification and orientation 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:

Erwin Cruz Exhibitions & Collection Coordinator  
 Gallery Services  
 PO Box 1268  
 Townsville, Qld, 4810  
 (07) 4727 9011  
 erwin.cruz@townsville.qld.gov.au

**Gallery Hours:**  
**Perc Tucker Regional Gallery:**  
 Monday - Friday: 10am - 5pm  
 Saturday - Sunday: 10am - 2pm  
**Pinnacles Gallery:**  
 Tuesday - Sunday: 10am - 5pm