LATROBE REGIONAL GALLERY

COMMUNITY ACCESS GALLERY

APPLICATION FORM 2017

COMMUNITY ACCESS GALLERY
Application Form 2017

GUIDELINES FOR APPLICATION FOR EXHIBITIONS IN 2017
The Community Access Gallery at Latrobe Regional Gallery provides the community with a high profile exhibition space. The purpose of this space is to encourage, stimulate and promote local and regional cultural activities through an active and diverse exhibition program.

The Gallery is a “for hire” space in which the exhibitor is required to manage certain aspects of the exhibition presentation. Please note the exhibition period is 4 weeks.

HOW TO APPLY
Please complete the attached exhibition application form, which must be submitted with the required support material as listed on the application form.

The application form must be sent to:
Assistant Curator
Latrobe Regional Gallery
PO Box 264
Morwell, Victoria 3840

SELECTION AND ACCEPTANCE
Applications are assessed by a selection committee and are generally accepted for a period of 12-18 months after the application date. Please note, due to the large number of applications received not all applicants will be successful. Applicants who have previously exhibited within the Community Access Gallery in the past five years will not be considered. All applicants will be notified of the outcome of their application in writing.

Applications will be assessed on the following criteria:
Does the exhibition demonstrate artistic merit and originality?
Does the application clearly communicate the exhibition’s intent?
Does the exhibition promote the cultural interests of the Latrobe Valley region?

FEES AND CHARGES FOR THE COMMUNITY ACCESS GALLERY
If successful, a bond that is approximately one week’s hire fee excluding GST must be paid upon receiving a Tax Invoice after acceptance of the dates offered. This payment will confirm your booking and will be returned to you within 60 days of the close of the exhibition. The bond may be forfeited if: the Gallery is damaged in any way; equipment and resources provided by the Gallery are damaged or lost; the proposed exhibition is cancelled or withdrawn with less than 8 weeks notice in writing; or if materials and objects from the exhibition are not removed within an allocated time.

There is a hire fee for using the Community Access Gallery. Currently charges are $166 (including GST) per week for individual, group exhibitions, community groups, non profit organizations and educational institutions.

FEES AND CHARGES FOR THE COMMUNITY ACCESS GALLERY (CONT)

A fee of $15.40 is also payable for a Blanket Cover Public Liability Policy to cover the Exhibitor whilst the works are on display. A Tax Invoice for the hire fee and public liability insurance will be issued. The total fee must be paid one month prior to the installation of the exhibition.

DURATION OF EXHIBITIONS

Exhibitions in the Community Access Gallery will run for a period of 4 weeks. There is an allowance for set up and demounting in addition to the booked period. Exhibitors will be required to deliver their work prior to the installation date and to collect their work after the exhibition closes.

INSTALLATION, DELIVERY AND COLLECTION OF WORK

The Community Access Gallery exhibitions are curated by the Assistant Curator and installed by the gallery staff. Exhibitors are responsible for all costs associated with transporting work to and from the Gallery. Exhibitors must also remove any unsold work and packing material after the exhibition is demounted.

EXHIBITION EQUIPMENT AND FURNITURE

The Gallery may be able to supply pedestals and lockable glass cabinets depending on the requirements of other coinciding exhibitions. Exhibitors must inform the Gallery of their requirements prior to the exhibition installation.

Gallery frames are available for hire at a cost of $5.00 per frame, these must be booked at the time of application. A list of dimensions can be supplied upon request. Limited numbers may be available depending on the requirements of other Gallery exhibitions at that time. Frames cannot be removed from the Gallery.

Any exhibition items that contain electrical components must be tested by qualified personnel and display a current electrical safety tag. If such items are installed in the Gallery space without this requirement being met, the Gallery will arrange to do this at a fee of $5.00 per item.

INSURANCE, MAINTENANCE AND SECURITY

Exhibitors are responsible for all costs and organisation of insurance of works in the Gallery and in transit. As previously mentioned a fee of $15.40 is payable for a Blanket Cover Public Liability Policy to cover the Exhibitor whilst the works are on display. This will be included on a Tax Invoice with the hire fee, unless otherwise arranged.

Gallery staff will ensure that your exhibition is kept clean, and well presented throughout its duration. Security cameras monitor the exhibition space.

SALE OF WORKS

Exhibitors are permitted to sell their work in the Community Access Gallery. A 33.3% commission (including GST) applies to all works.

COMMUNITY ACCESS GALLERY
Application Form 2017

INVITATIONS AND OPENING EVENT
The Gallery will undertake the production of 50 high quality colour invitations and an email version for exhibitors. An opening event will be arranged in consultation with Gallery staff.

ADVERTISING, PROMOTION AND ACKNOWLEDGEMENTS
The Gallery will produce a media release for distribution to local media and will promote the exhibition to Latrobe Regional Gallery Friends and the community in a range of ways including the Gallery's mailing list, Facebook and website.

If Exhibitors wish to promote their exhibition through advertising, flyers, posters or brochures, the costs are entirely their own responsibility. All advertising and promotional material must be approved by the Gallery prior to going to print to ensure correct credit line and acknowledgements as noted below.

CREDIT LINE
All promotion, press releases, announcements, internet publicity, catalogues and other printed matter (including Curriculum Vitae listings) concerning the Exhibition shall carry the following venue credit lines:

Community Access Gallery at Latrobe Regional Gallery

NOTES
In special circumstances, the Latrobe Regional Gallery Senior Curator may reserve the right to present exhibitions in the Community Access Gallery. These exhibitions may include educational exhibitions, touring exhibitions and in-house curated exhibitions.

Exhibitors must confirm their acceptance of offer in writing within two weeks of the date of offer otherwise the Gallery may offer another applicant the dates.

The Gallery may negotiate with Exhibitors to extend or reduce the dates of an exhibition if required.

Applications may also be considered at times other than that stated at the discretion of the Senior Curator.

The decision of the selection committee is final and no correspondence will be entered into.

The work exhibited in the Community Access Gallery is usually made within the last two years. However, this requirement may be waived after negotiations with the selection committee and/or Senior Curator.

COMMUNITY ACCESS GALLERY
Application Form 2017

Please complete and forward to:
Assistant Curator
Latrobe Regional Gallery
138 Commercial Road
MORWELL VIC 3840

Please note: you will be notified in writing if your application is successful

EXHIBITING PERSON / GROUP / ORGANISATION

Name/s of Exhibiting Person/Group/Organisation: _____

_____

CONTACT PERSON FOR THE GROUP / ORGANISATION

Name: _____

Position in Organisation: _____

Address: _____

_____

Telephone: Business: _____ After Hours: _____

Fax: _____ Mobile: _____

Email: _____

EXHIBITION DETAILS

Title of exhibition: _____

Description of exhibition: _____

_____

_____

_____

_____

COMMUNITY ACCESS GALLERY
Application Form 2017

Description of artworks: medium, number of works, sizes of works. Please note that images should be indicative of the works proposed for the exhibition: _____

_____

_____

_____

Why would you like to exhibit in the Community Access Gallery? _____

_____

_____

_____

What benefit or relevance would your exhibition have to the local community? _____

_____

_____

_____

I/we have supplied with the application:

☐ Photos/CD ☐ CV/information on organisation ☐ Artist Statement

If you require more space, please attach relevant documents with corresponding section questions to this form.

I/we have read the Community Access Gallery exhibition information and accept the terms and conditions of the Guidelines for Application.

Name: _____ Date: _____

Signature/s: _____