



GLADSTONE REGIONAL
art gallery
museum

PO Box 29, Gladstone, QLD, 4680
Phone: 07 4976 6766 Fax: 07 4972 9097
Email: gragm@gladstonerc.qld.gov.au

REQUEST FOR SOLO / GROUP EXHIBITION

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

E-MAIL: _____

I/We hereby apply for an exhibition in the Gladstone Regional Art Gallery & Museum or any of the following dates in order of preference.

1. _____

2. _____

3. _____

(Please provide month and year of proposed exhibition)

INCLUDE A BRIEF DESCRIPTION OF YOUR EXHIBITION PROPOSAL AND PERSONAL/GROUP ART BACKGROUND SUPPORTED BY PHOTOGRAPHS:

Signature: _____

Date: _____

Please return to Gladstone Regional Art Gallery & Museum
PO Box 29 Gladstone QLD 4680
PH: (07) 4976 6766 FAX: (07) 4972 9097
gragm@gladstonerc.qld.gov.au



A community cultural initiative of the Gladstone Regional Council



PO Box 29, Gladstone, QLD, 4680
Phone: 07 4976 6766 Fax: 07 4972 9097
Email: gragm@gladstonerc.qld.gov.au

CONDITIONS AND GUIDELINES APPLYING TO EXHIBITIONS AT THE GLADSTONE REGIONAL ART GALLERY & MUSEUM

The Gladstone Regional Art Gallery & Museum offers regional artists in kind support to exhibit in a secure, environmentally controlled, professionally managed prestigious venue.

Owned and operated by the Gladstone Regional Council, the Gallery & Museum is open 10am - 5pm Monday to Saturday, public holidays as advised. Admission is FREE.

1. CONDITIONS

- (1) All works of art to be exhibited must be the original work of the artist/s.
- (2) Artists are encouraged to present recent work and that preferably has not previously been displayed unless a retrospective exhibition is proposed.
- (3) Final responsibility for the selection, design, presentation and installation of the exhibition remains with the Gallery & Museum staff.
- (4) Installation of the exhibition will be undertaken by the Gallery & Museum staff in liaison with the artist or artist's representative. Once the exhibition is installed it will remain on display for the entire duration of the advertised exhibition dates. Works will only be removed under exceptional circumstances or at the conclusion of the exhibition.
- (5) The artist/group or nominated representative to be responsible for delivery and collection of works to the Gallery & Museum at the designated time.
- (6) The Gladstone Regional Art Gallery & Museum is a public exhibition venue not a commercial/selling gallery. However there are opportunities for local artists to sell their work through the Gallery & Museum shop during the currency of the exhibition although at other times the names and addresses of people interested in the purchase of exhibition works will be passed on to the artist.
- (7) The Gallery & Museum reserves the right to not display any works which do not meet these conditions or are deemed unsuitable.

2. GUIDELINES

- (1) Preliminary exhibition schedules are drawn up at least 12 months in advance. Selection of the successful applicant will be carried out, either by a visit to the artist's or group studio/workshop or a meeting with the Gallery & Museum staff prior to applications being processed.
- (2) No exhibition other than that of photography will be selected or scheduled solely on the submission of photographs.
- (3) The successful applicant and Gallery & Museum staff will liaise on all aspects of the exhibition including costs and artist fees.

3. SELECTION PROCESS

Artists or groups wishing to exhibit in the Gallery & Museum should make application in writing to the Gallery & Museum staff.

All applicants are required to provide a relevant resume supported by images of their work. Standard forms are available from the Gallery & Museum and should be used to provide the information as requested.

Final selection is at the discretion of the Gallery & Museum staff and in accordance with Gallery & Museum's guidelines.

Requests for an exhibition may be made at any time during the year.

4. DISPLAY

- (1) Each work must be clearly identified and accompanied with the following details: Artist's name; address; telephone number; title of work; medium, size of work and date created.
- (2) All works should be delivered to the Gallery & Museum suitably framed/mounted or otherwise, prepared in a manner compatible with the existing hanging track/display systems.
- (3) Two dimensional work should have D rings or similar attachments on the back, 10cm from the top of the frame for larger works and 5cm for smaller works. Frames are not compulsory.
- (4) Box type plinths and a limited number of display cases are available for 3D work.
- (5) Installation or assemblage works must be accompanied by clear directions for assembly.

5. PUBLICITY

All publicity will be coordinated by the Gallery & Museum in conjunction with the exhibitor.

- (1) Press releases will be sent to all local and regional media.
- (2) The exhibition will be included in the Gallery & Museum's regular columns that are featured in the Gladstone Observer, The Community Advocate and Gladstone News Weekly.
- (3) Submission of exhibiting artist statements, photographs, curriculum vitae and/or any other relevant support material may be requested by the Gladstone Regional Art Gallery & Museum for catalogue and publicity purposes.
- (4) The artist, group or nominated representative should be prepared to be interviewed and photographed by the media.
- (5) All press releases mentioning to the Gallery & Museum, any media interviews, etc. must be cleared by the Gladstone Regional Art Gallery & Museum and Gladstone Regional Council first.

6. INVITATIONS

- (1) Invitation to be developed in conjunction with the Gallery & Museum who will print out and distribute invitations unless other arrangements are agreed upon.
- (2) The Gallery & Museum will send invitations to people selected from the standard mailing/invitation list. The artist, groups or nominated representative is encouraged to prepare an additional guest list, this list must be submitted to the Gallery & Museum at least four weeks prior to the exhibition opening.
- (3) Members of Gladstone Regional Art Gallery & Museum Society and the Gallery & Museum volunteers group receive invitations to all Gladstone Regional Art Gallery & Museum exhibitions.

7. EXHIBITION OPENING

- (1) To organise an official launch or opening the artist agent or group is encouraged to discuss dates, details, numbers and speakers with the Gallery & Museum staff. Unless otherwise arranged the Gladstone Regional Art Gallery & Museum Society President, Gallery & Museum staff or representative will be the Master of Ceremonies.

- (2) Artists/groups are encouraged to open/launch their exhibition at a public function. The Gallery & Museum frequently launches a number of exhibitions at one function. The exhibitor may be asked to make a contribution to such an event.
- (3) Should a 'private' function be requested the artist/group would be required to meet all costs associated with the event.

8. OTHER PUBLIC PROGRAMS

To organise any other additional public programs the artist agent or group is encouraged to discuss dates and ideas with Gallery & Museum staff. Please discuss this early on so that effective marketing schedules can be created in advance.

9. LIABILITY

The Gallery & Museum exercise all due care in exhibiting and handing artworks, but work shall remain at the risk of the artist. The Gallery & Museum is included under the Gladstone Regional Council's current public liability coverage (up to \$400,000,000).

I agree to the above conditions and guidelines applying to exhibitions at the Gladstone Regional Art Gallery & Museum:

Signature: _____ Date: _____

GLADSTONE REGIONAL ART GALLERY & MUSEUM
PO BOX 29, GLADSTONE, QLD, 4680
TEL: (07) 4976 6766 FAX: (07) 4972 9097
EMAIL: gragm@gladstonerc.qld.gov.au



A community cultural initiative of the Gladstone Regional Council