OUTERBARK EXHIBITION PROPOSAL

Outerbark Gallery

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Introduction

The Lapunyah Art Gallery is a Regional Art Gallery.

It is managed by the Lapunyah Art Gallery Inc. Committee

* It strives to achieve the National Australia Museum Standards for Museums & Art Galleries
* The Director and Volunteer Staff work 2 x 3hrs per month with the Director on call.

It is supported by:

* The Western Downs Regional Council.
* Museum and Gallery Development Officer MDO SIQ
* Museum and Gallery Queensland
* Museums and Gallery Australia

## Contact Details

Lapunyah Art Gallery Inc

80-86 Heeney Street,

Chinchilla QLD 4413

Tel: 07 4668 9908

Email: lapunyah@outlook.com

Find us on Facebook

www.LapunyahArtGallery.com

ABN 16 323 422 987 ACNC DGR

## Features

The Outer Bark Gallery exhibition area has 20 running metres of exhibition hanging space.

This area not suitable for 3D artworks.

The exhibition space is fitted with tracks, wire and hooks system.

D Rings must be on all works that are to be hung (top of D ring 6cm from top of frame).

 These are available at the Art Gallery, if required.

## Commission

Commission on sales is 20% on all Exhibition and Merchandise artworks sales

To work out Sale Price - multiply Artist’s Price by 1.25

## Booking Fees for Exhibition

Acceptance by the Lapunyah Art Gallery Inc. committee will be subject to a non-refundable booking fee of **$25.00** for the Outerbark Gallery, as per Exhibition Policy

All proposals are assessed by the Lapunyah Art Gallery Inc. Committee,

The decision takes into account

* Exhibitions already booked
* Quality of work
* Size
* Available space
* Funding

Services

|  |  |  |
| --- | --- | --- |
| Service | Assistance | Notice / Requirements |
| Desktop Services | In-house publishing of, 10 catalogues, Didactics, 30 Invitations plus email copy of invitation | All Paperwork: information is required **one month prior** to your exhibition to enable preparation and proof reading. No cost to artist(Proof reading is mandatory.)  |
| Promotion | Facebook & WebsiteWDRC Events CCCI Events  | No cost to artist |
| Preview/ Openings  | Catering is the responsibility of the artistThe Art Gallery can supply * Tables and chairs.
* Urn
 | The Artist is responsible for arranging a person to officially open the exhibition, if desired. |

Artists Responsibilities

## Catering

* Food – suggest you keep it simple
* Beverage
* Alcohol (if being served)

No drinks or food are to be taken into the Exhibition Area.

## **Preview / Opening of Exhibition: 2 hours**

Alcohol License: no longer required

The Lapunyah Art Gallery will supply Bar Staff if alcohol is served

Alcohol to be consumed within the cordoned off area.

## Invitations

The Art Gallery will send invitations to the members of the Lapunyah Art Gallery and WDRC Councillors.

Additional invitations to non-members are the responsibility of the artist.

Exhibition Procedures

Your Proposal will be tabled at the next Lapunyah Management Committee meeting.

The secretary will notify you by mail.

If accepted, you will receive a letter of acceptance and a Booking Fee Invoice for $25.

Documentation

**Four months** prior to your Exhibition, you will receive the **Forms Package** with the 6 forms to be completed and returned by date indicated in the **Timeline / Checklist, Page 1.**

**If a group of artists**: we will require a list of their names and their contact details to enable us to send the Forms Package to them.

Timeline / Checklist

* By **4 weeks** prior, complete & return all Forms for processing (promotion & catalogue preparation)
* By **week 3**, prior to your Exhibition - Catalogue and wallboard preparation is commenced
* **Two weeks** prior to your exhibition - Printing of Catalogue and preparation of Didactics

## Artwork for Exhibition

Required at the Art Gallery to enable

* Condition Reports
* Curators to plan the installation of your exhibition

## Demount

* This will be stated on your Timeline / Checklist Form Page 1 of the Forms Package.
* This is sometime subject to availability of the Volunteers
* Artwork can be collected after 4pm – NB the Art Gallery has very limited storage space
* Sold artwork is available to be collected on sighting of receipt

## Uncollected Artwork

* Artwork, not collected within 5 days of demount, will be subject to a storage fee of $10 per item per week
* Artwork not collected within 30 days will be disposed of as per Art Gallery Committee policy.

Exhibition Conditions

**Please take time to read the Exhibition Conditions**

1. **All paperwork** **MUST BE** in by the stated times to allow for Promotion & Invitations.

Catalogues, Wall Boards are **printed 2 weeks** prior to your exhibition.

**NO CHANGES** will be made after this.

1. **Installation:** The Lapunyah Art Gallery Curator will install all Artwork.

Special installation instructions are to be written with diagram if necessary.

1. **Condition Reports**: The Lapunyah Art Gallery volunteers will perform Condition Reports on all artwork prior to installation.
2. **Artworks** exhibited must be original, and not produced at a workshop.

It is preferable the major part of the exhibition be new work or completed in the past 2 years.

Must not have been exhibited in Lapunyah Art gallery previously.

The gallery reserves the right to not exhibit works which do not meet the gallery ethos.

1. No **photography** will be permitted unless prior written permission has been granted by the artist.
2. **2D works** to have **suitable D rings** attached.
	1. These are available at the Art Gallery.
	2. The **top of the D ring** is placed **6 cms** from the top of the frame.
	3. **A fee of $20**, per artwork, will be charged if the Art Gallery is to put the D rings on your work.
3. **Identification Label:** All artwork **MUST HAVE A LABEL** attached, lower left-hand corner on the back.

Photographs are NOT acceptable

1. **Theft of art works**: The Lapunyah Art Gallery takes all care but accepts no responsibility for theft.
2. **Insurance:** it is the exhibitor’s responsibility to obtain appropriate insurance cover for losses, before, during and after the exhibition.
3. **Commission** of 20% will be deducted from sales. (Multiply your price by 1.25 to work out Sale Price)
4. **Freight:** Arrangements, costs, and transit insurance are the responsibility of artist.
5. **Uncollected Artwork** - after 5 days, will incur a fee of $10per item per week

after 30 days, will be dealt with at the discretion of the Art Gallery committee.

Art Gallery layout



**Heartwood Gallery**

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# PROPOSAL FORM This page only to be returned

Please complete and return THIS PAGE ONLY to the Art Gallery

The following information is required for the purposes of:

* Application assessment
* Preparation of preliminary publicity material for successful applications.

|  |  |
| --- | --- |
| Artist / Group Name  |  |
| Contact Person (if group) |  | We will require a list of all the artists participating later |
| Address (postal) |  |
| Email |  |
| Phone No |  |
| Best Time to Contact | AM / PM |
| Registered for GST | Yes / No | ABN No:  |
| Exhibition Title (Must be stated)  | Title: | Promotion starts 7 months in advance eg the **6 monthly Exhibition Program** |
| Estimated No. Artworks (Can be reassessed) |  |
| Medium |  |
| Describe your Exhibition ThemeThis is used for promotional purposes(50 -100 words) |  |
| Will works be for sale | Yes / No |
| Bank Details - if yes | BSB: | Account No. |
| Enclose material that will best represent your work.  | Eg Photographs, CD, Current CV |
| Size of The Outerbark Gallery Area | 20 linear metres or approx. 15-20 2D works **Area not suitable for 3D works** |
|  |  |

|  |  |
| --- | --- |
| **For Office Use Only** | **Accepted / Declined** |
| **Committee’s Comments** |  |