

# Gallery Exhibition Application Form

Please **PRINT** clearly

For group exhibitions please nominate a contact person to fill in and sign this application.

Artist or Group Name	<input type="text"/>		
Contact Person	<input type="text"/>		
Address	<input type="text"/>		
Telephone	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>	Website	<input type="text"/>

Additional artists names and addresses *for group exhibitions*

2.	<input type="text"/>
3.	<input type="text"/>
4.	<input type="text"/>

Proposed exhibition title	<input type="text"/>
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Exhibition rationale	<i>If additional space required a maximum of one A4 page may be attached</i>
<input type="text"/>	

Is the proposed exhibition a fundraiser for a not-for-profit organisation?

<input type="checkbox"/> Yes	> <i>If yes, please attach an outline of the proposed fundraising outlining who / what the fundraising is for, and how the funds will be raised.</i>
<input type="checkbox"/> No	

Gallery number *Please list preferred gallery space*

**Please note:** Flexibility may be required due to wider Gallery programming and not all space preferences will necessarily be offered to successful applicants. Successful applicants must be prepared to exhibit for any month from January - December.

Are you interested in presenting a public program? *ie. artist workshop, talk or demonstration*

<input type="checkbox"/> Yes	> <i>If yes, all public program are subject to approval by the Gallery Coordinator. Confirmation will be provided in writing if approved.</i>
<input type="checkbox"/> No	

Briefly outline program you are proposing

**Please note:** Artist's wishing to run a workshop require their own public liability insurance to the value of \$20M. A certificate of currency must be provided to the Gallery prior to committment of running a workshop.

## APPLICATION SUPPORT MATERIAL

Applications must include up to 5 images of art works that will be included or indicative of works in the proposed exhibition. A separate list should be attached for each artist in a group proposal (Image files must be titled with artist name, artwork title and year i.e. *psmith\_I say now\_2019.jpg*).

please note visual material will not be returned - do not send original images

Artist Name

Image 1

Image 2

Image 3

Image 4

Image 5

Artwork Title	Medium	Size H x W x D cm	Year

All hanging works must comply with Gallery requirements - please refer to point 8 in the 'General Information' section of this application.

Total number of proposed works

Hanging Works	3D	Other (add detail)

Please tick the following as applicable:

- I am a student - course name, institution
- I am a practicing artist with an ABN registered practice ABN
- I am a practicing artist without an ABN registered practice

In completing this application I acknowledge the following:

- I declare the information provided is correct and that the artworks depicted in the images supplied are the original work of the artist(s) named.
- I act on behalf of myself or other associated exhibitors for this exhibition and I am the sole contact for this Exhibition Application. I have the necessary authority to make this agreement.
- I have retained a copy of the general information and completed exhibition application.
- I have read and agree to the terms outlined in the 'Exhibition Application - General Information' section.

Signature

Date

Please forward to:

Gallery Coordinator  
Northern Rivers Community Gallery  
44-46 Cherry Street  
PO Box 450  
BALLINA NSW 2478

Email: [nrcg@ballina.nsw.gov.au](mailto:nrcg@ballina.nsw.gov.au)

## APPLYING TO EXHIBIT

The **Northern Rivers Community Gallery (NRCG)** is housed in a heritage building, built in 1927 as the original Ballina Municipal Council Chambers. Our facility features four professional exhibition spaces with the ability to present a diverse exhibition program. **NRCG** works with both emerging and established artists to support professional development opportunities.

The NRCG welcomes exhibition proposals from artists, designers, curators, community and cultural groups in all art forms including but not limited to: visual arts, sculpture, craft, design, digital media, performance, installation/site specific works and cultural heritage that display innovative ideas and approaches to contemporary arts practice.

Applications are accepted all year round and assessed once a year for the following year's exhibition period. Applications close end of August each year for the following year's January - December exhibition program. All Gallery exhibition timeframes run for a total period of eight weeks.

A Gallery Program panel will consider all applications received by the due date. All applicants will be advised in writing as to the outcome of their application. Please allow at least 8 weeks after the application closing date for notification. If your application is successful, you will receive a letter with dates offered by the Gallery. The Gallery receives a large number of exhibition applications each round, unfortunately not all applications can be accommodated. Similarly due to wider Gallery programming not all space preferences will necessarily be offered to successful applicants.

### Exhibition applications must include the following:

1. A completed exhibition application form
2. Exhibition rationale - limited to one A4 page
3. Curriculum Vitae - limited to one A4 page for solo artist or three A4 pages for an artist group
4. Up to 5 high resolution digital images (300dpi, 1-2MB) of recent work by each artist. Images may be provided on disc, via email or in hardcopy (applications supplied without visual material included will not be assessed)
5. If exhibition proposed is to raise funds for a not-for-profit organisation, a fundraising outline must be attached detailing who / what the fundraising is for and how the funds will be raised

Applications supplied without the relevant support material will not be assessed.

### Selection is based on five key criteria:

**Clarity** clear and cohesive exhibition rationale

**Innovation** high level of aesthetic values and understanding

**Quality** examples of work that demonstrate experience in producing safe, high quality artworks to maintain public gallery standards

**Curatorial** relevance to other exhibitions in adjoining spaces or wider Gallery programming

**Diversity** preference will be given to applicants who have not exhibited within the previous twelve month period.

### Gallery Fees

Exhibition space	Area (floor)	Running meters (walls)	Cost / 8 weeks
Gallery 1	Hanging work only	17m approx	\$250
Gallery 2	35m <sup>2</sup> approx	13m approx	\$520
Gallery 3	12m <sup>2</sup> approx	7m approx	\$200
Gallery 4	70m <sup>2</sup> approx	24m approx	\$675
Entire Gallery	117m <sup>2</sup> approx	70m approx	\$1,480

## GENERAL INFORMATION

1. Services provided to the exhibitor for the duration of the exhibition include: supervision of the exhibition during gallery hours, layout and installation of the exhibition, management of artwork sales, use of plinths, up to 2 x digital projectors with 2 channel Audio, vinyl signage for the title of the exhibition, artwork labels and room didactic panels, printed exhibition flyers, digital e-flyers, promotion of the exhibition and a launch event.
2. Once accepting an offer to exhibit at the Gallery, exhibitors must make every effort to honour the specified dates. An exhibitor must provide at least six months' notice to cancel an exhibition. Any cancellations within six months of the commencement date of the exhibition will incur a cancellation fee of 80% of the total exhibition fee.
3. On accepting an offer to exhibit at the Gallery you will be issued a 30 day invoice at least one month prior to exhibition opening for the full Gallery hire fee to secure your exhibition.
4. The Gallery retains a 33% commission on all artwork, commissions, orders and shop stock sales made during the exhibition period.
5. A minimum of 80% of the items within any exhibition must be available for sale.
6. Exhibitors are responsible for ensuring all artworks are delivered ready to be installed and for collecting and deinstalling their artwork at the close of the exhibition.
7. As the Gallery is housed in a heritage listed building holes or hooks cannot be placed in the structural walls or the ceiling. The Gallery has some contemporary walls in Gallery spaces 2 and 4 on which very light works can be pinned (eg works on paper).
8. The Gallery utilises a Victorian hanging system (nylon cords from picture rail that hooks onto D-rings). Hanging works must be suitably framed with D-rings secured 5cm from the top of the frame. Hanging works must not exceed 1.9m high to allow access to the building or be more than 8kgs in weight.
9. For group exhibitions consisting of five (5) or more participating members the following guidelines are applicable:
  - a. One or two members are to be nominated as primary contacts with the Gallery Coordinator, to facilitate the exhibition requirements.
  - b. Artist Group member organisations will be required to provide an ABN number and bank account details to Ballina Shire Council (BSC) to process payment for all consignment sales made during the exhibition.
  - c. Payment for Gallery consignment sales will be paid directly to the member organisation to manage individual member payments independently of the Gallery. An itemised consignment sales listing will be provided to the member organisation at the end of the exhibition period.
10. Public programs, including artist's talks, workshops and education programs can be developed by the Gallery to run alongside exhibitions. Exhibitors who would like to develop a public program must do so in conjunction with Gallery Management. Exhibitors are not permitted to develop public programs for NRCG hosted exhibitions independent of the Gallery.
11. The Gallery Coordinator has the right to reject the installation of any artwork considered not to be of Gallery standards, be unsafe or inappropriate for display.
12. Visitors to the Gallery are permitted to take photographs with hand-held devices for personal use only. Use of tripod, flash and additional lighting is prohibited. Images photographed under this policy cannot be reproduced or used commercially.
13. While all due care will be taken with supplied items, Northern Rivers Community Gallery is not responsible for loss, theft or damage. Suppliers are responsible for their own insurance cover of their exhibition content while on display at the Gallery and in transit.