

# EXHIBITION GUIDELINES for Kingaroy Regional Art Gallery

**Kingaroy Arts Team Inc. (KAT)** is a community based not for profit organisation responsible for the day-to-day operation of the **Kingaroy Regional Art Gallery**.

**Our Mission** is to foster creativity and art excellence, provide exhibition space to new and established artists, offer programs and activities that encourage public participation and appreciation, and conserve and enhance the South Burnett Regional Council's permanent art collection.

## Our Exhibition Spaces

The Kingaroy Regional Art Gallery presents an annual programme of high standard exhibitions featuring a broad range of the visual arts and crafts. The exhibitions are chosen with the aim of stimulating the further development and promotion of the visual arts community.

We aim to create exhibitions that engage with visitors creating an enjoyable and memorable experience.

The Gallery has four exhibition spaces as well as a permanent retail outlet, Shop 38. The exhibition spaces can be used together for larger exhibitions, or used individually to host concurrent but different exhibitions.

Official openings are usually held on the first Thursday of each month from 6pm till 8pm.

**Gallery ONE** is the principal exhibition gallery with direct access from Haly Street, and also the Visitor Information Centre. It has significant wall space for hanging and a large floor area for free standing works of art. It is the location of most opening events, and provides access to all of the other facilities with the Gallery.

**Gallery TWO** provides an intimate space for exhibitions with space available if demonstrations were used to support an exhibition.

**Gallery THREE** also provides an intimate space for exhibitions and has been used for smaller 'make-and-take' activities or demonstrations.

**The Corridor** can take overflow of work from **Gallery ONE**, but can also be used to connect the other Galleries or may be hired separately to display smaller pieces of 2D artwork.

**Monthly Hire Fees:** Gallery ONE \$200; Gallery TWO \$150; Gallery THREE \$50; The Corridor \$80

Exhibitors can also have access to an adjacent venue for workshops.



## Interested in Exhibiting - Complete an Exhibition Expression of Interest Form.

Please note your exhibition must be of new works that have not been exhibited within the South Burnett within the previous two years. We also welcome applications for 'retrospective' exhibitions.

### Promotion of Exhibitions:

Your exhibition will be promoted using:

- The Gallery's Facebook page – [www.facebook.com/Kingaroyregionalartgallery](http://www.facebook.com/Kingaroyregionalartgallery)
- The Gallery's Web Page – [www.kingaroyart.com.au](http://www.kingaroyart.com.au) (might need editing)
- Electronic Direct Mail to the Gallery's database
- Media Releases to local media, including print, online and radio.
- Community noticeboards in Kingaroy
- Invitation Flyers distributed to local businesses including motels and caravan parks

*Please note: To maximise promotional opportunities, it is in your interest to provide high-quality high-resolution photographs of works included in the exhibition, and relevant information well in advance of exhibition.*

*Some print media outlets have long lead times so information may be required months in advance, and may be edited due to space limitations.*

*In addition to supplied photographs, photographs may be taken of the exhibition as a whole, or of individual pieces for advertising and promotion purposes and reporting requirements.*

*Exhibitors are encouraged to distribute invitations through their own contacts.*

### Preparing for the Exhibition:

After you accept the offer of an Exhibition space the **Gallery Art Director will be your contact** in the lead up and throughout the exhibition. You will be given specific deadlines for the **provision of information for use when marketing and promoting your exhibition**, for the delivery of your works to the Gallery, as well as collection dates at the end of exhibition.

For example:

- Approximately **eight – ten weeks** before Exhibition opens **marketing material** is finalised, although longer lead times may be advised to allow for inclusion in quarterly publications.
- Approximately **three weeks** before Exhibition opening Label and Catalogue Template (provided by the Gallery) would be required.

### Hanging/displaying the Exhibition:

Each work needs to be ready to hang or displayed and identified with artist name, title of the work and sale price.

An exhibition will usually be arranged and hung by Gallery staff to ensure a uniformly high standard of presentation and visual impact, however the involvement of the artist or artists is invited.

KAT reserves the right to decline to exhibit a piece.

### Responsibility:

**Exhibiting artists** are responsible for the delivery of the work on the date notified by the Art Director, and for the collection of their work within 24 hours of exhibition closing.

**The Gallery** will exercise all reasonable care with exhibited works but **will not** be responsible for any loss or damage to any work exhibited. The Gallery does not have facilities to store works after an exhibition or to store any packing materials used by exhibitor for transportation of work to and from the Gallery. It is recommended that exhibitors insure their artwork.

**Artworks uncollected** within 6 months of an exhibition closing will be disposed of in accordance with Disposal of Uncollected Goods Act Qld 1967.

# EXHIBITION EXPRESSION OF INTEREST

## PLEASE PRINT

ARTIST OR GROUP NAME: \_\_\_\_\_

If a Group# – Please provide names of proposed exhibiting Artists: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

~~Proposed~~ EXHIBITION TITLE: \_\_\_\_\_

Preferred Date: (mm/yy) 1st Option: \_\_\_\_\_ 2nd Option: \_\_\_\_\_ 3rd Option: \_\_\_\_\_

Preferred Gallery: One: \_\_\_\_\_ Two: \_\_\_\_\_ Three: \_\_\_\_\_ Corridor: \_\_\_\_\_

Please note: if you are unfamiliar with the layout and floor plan of the Gallery please request a copy.

## PLEASE ATTACH

### 1. ARTIST OR GROUP STATEMENT

The purpose of an artist statement is to provide an explanation of what interests you and influences your work; what you do and how you do it and what you would like to achieve from exhibiting. This statement is intended to explain, justify, and contextualize your body of work.

**For Individuals:** Share why you create your art and what it means to you.

**For Groups:** Tell us about your group, why it was formed, how long has the group existed, the group's purpose and achievements.

This information will be used by the Gallery for promotion and may be edited.

### 2. EXHIBITION RATIONALE or Story Line

The exhibition rationale should explain the formal and conceptual ideas for your exhibition and your proposal should relate directly to your exhibition title and include:

- Details of what art form/art forms will be included
- Any themes being explored
- Why you think a Gallery visitor will want to view your work
- Any specific technical requirements or safety aspects for exhibiting works

Indicate if 'Extension Opportunities' exist, such as:

- Educational elements will complement the exhibit,
- Workshops may be held by you to coincide with your exhibition. If so please include possible dates and workshop topic.
- An artist's talk where you might like to share your journey as an artist
- Other specific activities are planned, for example: a demonstration.

If the proposal is for an installation or a piece not yet constructed, please include examples of prior work, with a detailed diagram or description of your proposed idea.

### 3. Your CURRICULUM VITAE or CV of the Group (maximum one A4)

### 4. Up to 6 images of your work or, for group applications a representation of several artists.

## EXHIBITOR DETAIL

**Primary Contact:** \_\_\_\_\_  
(where there is a group exhibition– One person must be the sole contact)

**Email:** \_\_\_\_\_  
(All contact is expected to be conducted by email)

**Telephone/s:** Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_

## COPYWRITE

The applicant/s grants the Kingaroy Regional Art Gallery a non-exclusive licence to reproduce the artworks, publish the artworks or communicate the artworks to the public for the purpose of:

- a) Publicity and production of any promotional material, including hard copy printed material, the Gallery's website, social media platforms and other hard copy and online opportunities;
- b) Educational research;
- c) Creating a non-commercial archive, non-lending reference or database.

The applicant/s warrant that the applicant/s is/are the owner/s of all copyright in the artworks or has obtained the necessary permissions for the use of the artworks under this EOI.

### Exhibition EOI check list *Tick*

- Exhibition EOI Completed
- Artist Statement
- Exhibition Rationale (or Story Line)
- Extension Opportunities indicated, if relevant
- Curriculum Vitae or CV
- Images of work (minimum resolution of 300dpi at approximately A4)

I, (please print) \_\_\_\_\_ have read the **Kingaroy Regional Art Gallery's Exhibition Guidelines and understand the conditions and agree to abide by them.**

# If a Group of artists is exhibiting, one person is to sign on their behalf.

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

Your Completed Expression of Interest Forms can be:

- delivered to the Gallery **in an envelope marked for The Attention of the Art Director, Kingaroy Regional Art Gallery.**
- Posted to **The Art Director, Kingaroy Regional Art Gallery**, PO Box 1143, Kingaroy 4610
- Emailed to email to [gallery@kingaroyart.com.au](mailto:gallery@kingaroyart.com.au)

**Your application will be considered by the KAT Exec Committee and the Art Director will advise of outcome. After an Offer of an Exhibition is accepted the Art Director will provide relevant documents, i.e. Opening Night User Agreement, Payment Process for Gallery Hire, Creditor Account Details for each exhibiting artist, ATO Statement by Supplier re GST Exemption Eligibility, Templates for Labels and Exhibit List for your completion.**