

# COMMUNITY EXHIBITIONS PROGRAM: MACKAY TOWN HALL EXHIBITION PROPOSAL

---



Artspace Mackay (ASM) is committed to providing opportunities for local artists through the Community Exhibitions Program. This program gives selected artists or art groups the opportunity to present their recent work at the Studio Space, Mackay Town Hall for periods of up to two weeks.

## Exhibitions that will be considered:

1. Exhibition proposals that are relevant and complementary to ASM's ongoing program of visual arts and social history exhibitions and associated public programs.
2. Preference will be given to proposals which demonstrate a clear exhibition rationale or curatorial theme.
3. Preference will be given to proposals that provide the artist/s with an opportunity to display new work to the public.
4. Exhibition proposals for solo or small group exhibitions will be preferred over large group shows or competitions due to the nature of the exhibition space.

## Exhibitions that will not be considered:

1. Artworks that are unsafe, dangerous or may physically threaten the public's health and safety.
2. Artworks considered obscene, defamatory or which could result in legal action against Mackay Regional Council.
3. Artworks that may damage the Town Hall building.

## Information

The Studio Space at the Mackay Town Hall has 20 running metres of linear wall space to a height of approximately 3 metres. There are a total of 40 cables and 60 hooks for hanging works on the Gallery System. **No more than 30 works** are to be exhibited at any one time, except by prior arrangement. The Studio Space at the Mackay Town Hall can only safely hold 100 people at any time. Opening functions must never exceed this number.

The Town Hall is open from Monday to Friday 9am to 5pm, Saturday 9am – 2pm and Sunday 9am – 2pm. The exhibition can be open to the public during these hours and extended or reduced hours may be negotiated. **The exhibition must be supervised at all times during opening hours.**

## Security:

During opening hours, the staff or Volunteers at the Mackay Tourism Limited Information Centre on the ground floor are **not** responsible for overseeing the security of the Studio Space upstairs and will only provide a visual check on people entering and leaving the building. It is the responsibility of the artist to organise someone to oversee the exhibition space. **Artspace Mackay does not accept responsibility for any loss or damage incurred during exhibitions at the Studio Space. ASM provides after hours security for the Mackay Town Hall facility.**

## What we provide

ASM will provide each artist who exhibits at the Town Hall with the following:

1. Marketing of the exhibition as per Mackay Regional Council's marketing strategy (includes listing in the *Art Is In* where information is available, distribution of invitations/brochures to Council, a sign advertising the exhibition at the Mackay Town Hall and a press release to all Mackay and regional media).
2. Text (acknowledgment) and ASM logo for promotional material
3. Assistance with installation and design of the exhibition.  
**ASM staff have the final say in the exhibition hang.**

## What the artist/s are responsible for

The artist/s are responsible for the following:

1. Any promotional material for the exhibition, including invitations, catalogues, room brochures etc. The artist/s will be responsible for the printing and design costs as well as postage. **NB. no promotional material is to be stuck, pinned or glued to interior or exterior walls of the Town Hall.**
2. **Providing a final draft of any promotional materials (which must include text provided by ASM and the ASM and Council logos) to ASM for approval BEFORE going to print.**
3. One hundred (100) invitations for ASM to send to an official invitation list (including Councillors, local artists and community art groups).
4. Artwork labels, expanded labels, didactic panels, catalogue and price lists etc. and any extra equipment that may be required for the display of the artworks.
5. Catering for an opening event (if applicable). Also, any glasses, crockery etc. for opening event. The opening event will commence at 6pm on the first Friday evening of the exhibition. Please notify ASM if this is not suitable.
6. Works may be made available for sale. ASM will charge no commission, however financial donations would be appreciated in order to support the continuation of this community service. Management of all cash sales, receipting and GST is the responsibility of the artist/s. Works sold must not be collected until after the closing date of the exhibition.
7. Shipping and packing expenses for work sold to out-of-town buyers.
8. Organising delivery to, and collection of the artworks from the Studio Space, Town Hall. Artworks must be delivered no later than 12pm on the day prior to the exhibition's public opening, and collected no later than 12pm the day following the closure of the exhibition.
9. Any damage to the Town Hall will be the responsibility of the exhibitor(s). ASM must be notified immediately if damage occurs.

**Please note: The Exhibition Selection Panel will acknowledge all exhibition proposals. All applicants will be informed promptly of the outcome of their application and unsuccessful applicants are encouraged to re-apply the following year. Some exhibition proposals may be considered for inclusion in the ASM exhibition program or for display in the Seminar Room at the discretion of the ASM staff. However no works displayed at ASM may be offered for sale.**

**I/WE HAVE READ THE ABOVE CONDITIONS SUBJECT TO EXHIBITING AS PART OF THE COMMUNITY EXHIBITIONS PROGRAM – MACKAY TOWN HALL AND RECOGNISE OUR OBLIGATION TO COMPLY WITH THESE CONDITIONS.**

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name (printed) \_\_\_\_\_



