



COALFACE ART GALLERY GUIDELINES FOR EXHIBITIONS

The Coalface Art Gallery in Moranbah provides local communities with a high profile exhibition space. The purpose of the space is to encourage, stimulate and promote local and regional cultural activities through an active and diverse exhibition program. There is currently no hire fee for use of the gallery however the exhibitor is required to manage certain aspects of the exhibition presentation.

Want to exhibit in Coalface Art Gallery?

Any artist/group wishing to exhibit in Coalface Art Gallery is/are required to complete an Exhibition Application Form and supply an artist/artists' resume/s. Applicants are advised to apply at least six months prior to their preferred exhibition time. All applications will be assessed against the following criteria;

- Aesthetic, conceptual and professional considerations
- Suitability for the proposed space
- Rationale
- Content
- Scheduling

Due to the popularity of Coalface Art Gallery, not all applicants are successful. All applicants will be notified of the outcome of their application in writing. Isaac Regional Council's decision is final and no correspondence will be entered into. Please read the following information and complete the attached Exhibition Application Form. The Exhibition Application Form and the required support materials as listed should be mailed to:

Jennifer Clark
Manager Library and Cultural Services
Isaac Regional Council
PO Box 97
MORANBAH QLD 4744
jennifer.clark@isaac.qld.gov.au

Conditions

Acceptance

- Successful applicants must confirm their acceptance in writing within two weeks of the date of offer otherwise Coalface Art Gallery may offer another applicant the dates.

Delivery and Collection of Artworks

- Exhibitions in Coalface Art Gallery will run for a period of four weeks. There is an allowance for one day to set up and one day to demount in addition to the booked period.
- Exhibitors will be required to deliver their work on the installation date and to demount and remove their work the day after the exhibition closes.
- Exhibitors are responsible for all costs associated with transporting work to and from the gallery.
- Exhibitors are required to ensure work is available for the entire exhibition. The exhibition must remain on display for the agreed period. Exceptions apply to works that are ephemeral, deliberately changing or performance-based, where the arrangements for these works have been previously discussed with staff.

Version 2

Form No: CS-012

Authorised by: Director Planning Environment and Communities Service

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Installation

- Exhibitors are responsible for the installation of their exhibitions however gallery staff are available to assist when necessary.
- Exhibitors are responsible for ensuring all works are ready to be installed. For example, paintings need to be fitted with D rings, ready to be hung.
- Exhibitors are responsible for organising any equipment beyond the capacity of the gallery and care of such equipment as well as its delivery and return.
- Exhibitors are responsible for providing labels for exhibited works. Gallery staff will provide templates.

Exhibition Equipment and Furniture

- The gallery may be able to supply equipment and furniture depending on the requirements of your exhibition.
- Exhibitors must inform the gallery of their requirements prior to the exhibition installation.
- Any exhibition items that contain electrical components must be tested by trained personnel and display a current electrical safety tag. If such items are installed in the gallery space without this requirement being met, Council will arrange to do this at a fee of \$5 per item.

Insurance, Maintenance and Security

- Exhibitors are responsible for all costs and organisation of insurance of works in Coalface Art Gallery and in transit.
- Gallery staff will ensure that your exhibition is kept clean, and well-presented throughout its duration. Security cameras monitor the exhibition space.

Sale of Works

- Exhibitors are not permitted to sell their work in Coalface Art Gallery however the gallery staff are happy to pass on information of interested parties to the artist/s for private sales to take place.

Advertising, Promotion and Acknowledgements

- Successful applicants are required to supply:
 - An exhibition title
 - An image and short statement – used to promote your exhibition
 - An artist's statement – 100 words
 - A list of works to be exhibited
- Coalface Art Gallery provides basic marketing of the exhibition including: exhibition listing on Isaac Regional Council's website; inclusion on e-newsletters; inclusion on Isaac Regional Council's media updates and management of any media interest from these activities.
- If exhibitors wish to promote their exhibition through advertising, flyers, posters or brochures, the costs are entirely their own responsibility. All advertising and promotional material must be approved by Isaac Regional Council prior to going to print to ensure quality control.

Invitations and Opening Function

- If desired, an opening may be arranged in consultation with gallery staff.
- The exhibitor is responsible for the organisation and all costs associated with opening events.

Coalface Art Gallery Provisions

- Coalface Art Gallery reserves the right in consultation with the applicant to exclude part or parts of the exhibition if necessary due to financial, physical, or other considerations.
- Coalface Art Gallery reserves the right to present exhibitions at their discretion. These exhibitions can include educational exhibitions, touring exhibitions and in-house curated exhibitions.