



KINGSTON ARTS CENTRE GALLERY (KACG) information pack & application form for prospective exhibitors

KACG is the City of Kingston's major dedicated visual arts space. The exhibition program encompasses a broad range of visual arts practice including painting, sculpture, printmaking, ceramics, photography, textiles and installation artworks.

KACG Objectives:

- Promote exhibitions of local relevance, artistic excellence and innovation
- Create an exhibition calendar that is diverse and thought provoking, showcasing the work of professional and emerging artists in all mediums
- Act as a catalyst for discourse on visual arts by ensuring public accessibility and encouraging participation
- Explore contemporary art practice
- Maintain an interface with the community and arts industry

Hire of the Gallery includes:

- Professional assistance with exhibition development and design
- Promotional and marketing support for your exhibition
- Design and printing of 2000 full colour DL invitations, 100 of which are provided to the artist(s)
- Distribution of remaining invitations to our mailing list and other City of Kingston customer service centres and libraries
- Use of professional hanging and lighting systems, plinths (data projectors, tv/dvd/video equipment may be available if requested in advance)
- Administration of artwork sales



■ **Gallery Fees:**

Main Gallery - \$825.00 per 3 week exhibition (inc GST) \$50.00 bond is also applicable. Bonds are refundable upon satisfactory vacation of gallery.

■ **Commission on sales:**

Kingston Arts Centre will retain a 22% commission on works sold during the exhibition period, unless otherwise specified.

■ **Who sets up the exhibition?**

Artists are required to set up the exhibition, with guidance from the Visual Arts Coordinator where necessary.

■ **Who pays for the opening night?**

KACG will provide staff and volunteers to handle sales and the bar. Artists are responsible for providing food and beverages, which can be ordered from our in-house caterers.

■ **Who insures the work?**

Artists are responsible for insurance of works during the period of the exhibition and whilst travelling to and from the gallery.

■ **Who creates the invitations and mails them out?**

KACG will design and print a full colour DL double sided invitation that will promote two exhibitions. KACG will mail out 800-1000 invitations, provide the artist with 100 and distribute the remaining amount to City of Kingston outlets including libraries and customer service centres.

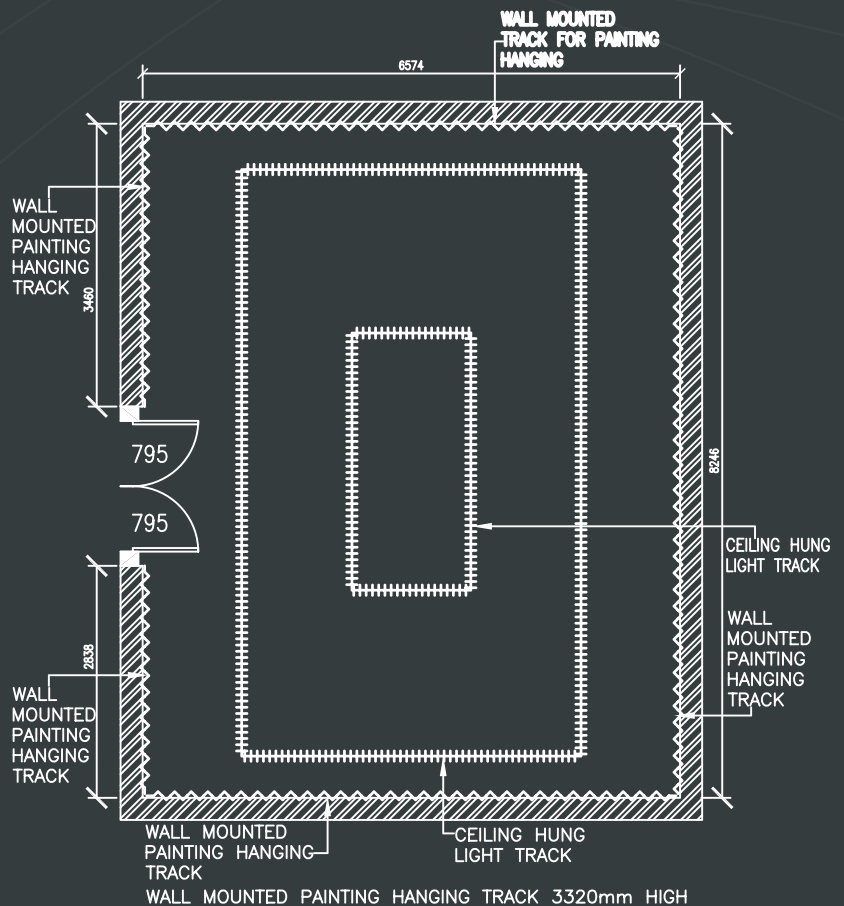
■ **Do I have to sit the exhibition?**

KACG staff will oversee the exhibition for its duration and provide additional information to patrons as needed. The Gallery is also fitted with a surveillance system.

■ **Who will promote the exhibition?**

This is a joint responsibility between KACG and the Artist/s. A line listing in Art Almanac, advertisements in Artscape, Kingston Your City and on the website will be included, in addition to sending a Media Release to local papers.

■ **KACG floorplan**



Kingston Arts Centre welcomes discussion about exhibition proposals. Please contact the Visual Arts Coordinator on 9556 4448 for an appointment.



Please return to the Visual Arts Coordinator with your exhibition proposal. Please note that the Gallery is usually booked up to 12 months in advance.

Personal Details Sheet

- Proposed Exhibition Title: _____
- Primary Contact: _____
- Address: _____
- Phone number: (BH) _____ (AH): _____
- Mobile: _____
- Email: _____
- Website: _____

■ Do you have an ABN? No Yes If yes, state number: _____

■ Are you registered for GST? No Yes

Note: If you do not have an ABN, please fill out a "Statement by a Supplier" and return with this form.

■ Are you interested in being placed on KACG's mailing list to receive news of other events and exhibition opportunities?
 No Yes

■ Write a brief description of proposed exhibition: (please add additional sheets with a more detailed proposal) Include medium of works (painting, sculpture etc)

■ Additional Information

Have you included a one page written proposal of your exhibition and work? You can write about your influences, your ideas, or why you want to have this exhibition. This will give us some insight into you and your work.

Have you included a Curriculum Vitae? If you are an emerging artist and don't have a CV, please inform us.

Have you included images of your work? Please provide up to 5 images for a solo exhibition, 10 images for a group show. Images can be photographs, jpeg files or slides. Images must be accompanied with a list of title, medium and size.