



EXHIBITION APPLICATION FORM

The Old Ambulance Station is a volunteer run multi-arts facility run by a volunteer committee and supported by a valued group of volunteers. The team actively works to provide an annual changing exhibition program.

The Old Ambulance Station contains two gallery spaces. Gallery One is the smaller front space and Gallery Two is the larger rear space. See attached floor plan showing dimensions.

These galleries provide an affordable space for emerging and established artists, creatives, groups and collectives to exhibit and showcase their work in a professional environment with 50 running meters of wall space with industry standard hanging system installed.

HOW TO APPLY

Complete an Exhibition Application Form and supply the support material listed under Item 5.

Email the form and the support material to: gallery@theoldambulancestation.com

SUCCESSFUL APPLICANTS

Your application will be considered by the Old Ambulance Station Board. This process will typically take two - four weeks.

On approval a representative of the Old Ambulance Station will be in contact with you to discuss your exhibition.

A *Letter of Confirmation* from The Old Ambulance Station will be provided.

Note: Your exhibition booking is not confirmed until you have submitted this application and received a *Letter of Confirmation* from The Old Ambulance Station.

EXHIBITOR'S RESPONSIBILITIES

It is your responsibility to:

- Pay the gallery hire fee. An invoice will be sent and payment is to be made one month before the installation of your exhibition.
- Transport the artworks to and from The Old Ambulance Station.
- Deliver all artwork for the exhibition no later than the Monday of the installation (bump-in) week.
- Collection (or transport) of the artwork is to be arranged at the end of the exhibition period by the specified (bump-out) date. Note: The Old Ambulance Station will not be held responsible for artwork that is not collected within the timeframe specified. The Old Ambulance Station does not have space to store your artwork.
- Insure the works in transit.
- Arrange additional media coverage.
- Prepare your artwork for display. 2D artworks must have D rings. (As per the Appendix 1.)
- Be available to assist the exhibition installation and de-mount process.
- Arrange the design, printing and distribution of the exhibition invitation. Note: The Old Ambulance Station will send out an electronic invitation to the database and post on Facebook and the website.
- Clearly label each artworks on the back with the artist's name; the title; retail price; and medium used.
- Provide a list of all artworks. This list must include title; medium, dimensions and retail sale price (if works are for sale). Note: The retail sale price must include The Old Ambulance Station's commission of 20% (including GST where applicable).
- Determine the opening details. Note: The Old Ambulance Station encourages the exhibitors to hold an opening event to launch the exhibition. Normally this is held on the first Friday of the exhibition. Catering for the opening event is the responsibility of the exhibitors. The Old Ambulance Station will provide a licensed cash bar.

THE OLD AMBULANCE STATION RESPONSIBILITIES

It is the responsibility of The Old Ambulance Station to:

- Install the exhibition. The Old Ambulance Station has a fully trained installation team, who will determine the exhibition layout in consultation with the artist/s They will also assists with the exhibition de-mount.
- Distribute an electronic invitation to The Old Ambulance Station database. Include exhibition details on The Old Ambulance Station's website, Facebook and Instagram pages.
- Upon supply of the necessary information, send out a media release regarding the exhibition.
- Provide gallery supervision. The Old Ambulance Station has a team of volunteers that attend the gallery during the exhibition hours. This includes opening and closing the gallery each day, processing sales and guiding visitors around the exhibition. Note: The current opening hours for the gallery are 10am - 3pm Monday to Saturday.
- Provide payment for any artworks sold within 30 days after the exhibition closes. Please ensure that you provide bank account details for payment.

FEES & CHARGES

The following fees & charges are applicable for the period of 1 July 2019 to 30 June 2020.

All fees and charges are GST inclusive unless otherwise indicated.

Exhibitions

Gallery One	\$240.00
Gallery Two	\$440.00
Gallery One & Two	\$600.00

GALLERY TEAM

The Old Ambulance Station exhibition team (Xteam) includes three members: Sandy Doble, Ken Munsie and Ardleigh Cleveland under the guidance of Gallery Curator John Waldron.

If you have any questions or require further information, please contact Sandy Doble:

- Email: gallery@oldambulancestation.com
- Phone: 0400 235 481

APPLICATION FORM

1. EXHIBITOR DETAILS

Artist/s name: _____

Address: _____

Telephone: Wk _____ Hm _____ Mobile _____

Email: _____

Contact Person (of Group/Organisation):

Website/Facebook _____

ABN _____ GST Registered (Yes/No) _____

2. EXHIBITION

Exhibition Title: _____

Exhibition Description - What is the theme? Why is it unique? Why will people be interested? In addition to the exhibition what else can you provide the audience? (Please attach another sheet if more space needed)

3. EXHIBITION DATES

The duration of exhibition will be 4-5 weeks. Preferred exhibition dates cannot be guaranteed, however The Old Ambulance Station Gallery will endeavour to accommodate your preference where possible.

First preference: _____

Second preference: _____

Third preference: _____

4. EXHIBITION SUMMARY

Provide a description and the number of works to be exhibited		
	Description	Number
2D works	Framed	
	Unframed	
3D works (An assortment of plinths are available. Please discuss your needs with the exhibition team)	To be displayed on a plinth	
	Free standing	
Audio Visual works (note the gallery does not have av equipment for exhibition purposes, the exhibitor will need to supply)	Projected works	
	Other works that require power (include a description as part of your support material)	
Other components of your exhibition (ie props and artefacts)		

5. CHECK LIST

- Complete this Form
- Provide 3 - 6 digital images, for each artist, of the works to be exhibited (or recent examples)
- Provide a CV for each person involved in the exhibition
- List a description of any works that require power (note powered works will need to be tag and tested prior to exhibition)
- Provide an Exhibition List with an Insurance Value for each item
- Email the above to gallery@theoldambulancestation.com.au

6. ACCEPTANCE OF CONDITIONS

I/we have read the Guidelines for Exhibitors and accept the conditions of exhibiting at The Old Ambulance Station Gallery.

Exhibitor Signature: _____ Date: _____

Privacy Notice: In using this form you are providing personal information such as name and contact details. This information will be used for the purpose of assessing the exhibition proposal. Your personal information will be accessed by persons who have been authorised to do so. Your personal information is handled in accordance with the Information Privacy Act 2009.

APPENDIX 1: HANGING INSTRUCTIONS

- To ensure paintings and wall works are securely hung, it is preferable to attach D rings, like the ones below, to the work with self-tapping screws.
- Attach D rings so that the top of the ring is 70mm from the top of the artwork for smaller works, 100 mm for larger works.
- The larger the work and the heavier its weight, the larger the D rings required.
- All the D ring sizes below will fit the Gallery hanging system.
- D rings can be purchased from a picture framer and some hardware stores.

To ensure the safety of your artwork it is essential that suitable hanging material is attached. If you have any questions please ask. Thank you for your co-operation.

D Rings



APPENDIX 2: LABELS FOR WORKS.

Artists Name
Name of Work
Dimensions
Medium
Retail Price

APPENDIX 3: GALLERY FLOOR PLAN

Note there are 2 x double-sided movable walls, 2.7m x 1.2m, included in the Gallery 2 space.

