



Bundoora Homestead Art Centre
7-27 Snake Gully Drive Bundoora
Tel (03) 9496 1060

EXHIBITION PROPOSALS
Access Gallery 2013

Bundoora Homestead Art Centre is calling for proposals from artists and organisations wishing to exhibit in the Access Gallery in 2013.

Applications close Friday 30 August, 2012

ACCESS GALLERY

Bundoora Homestead Art Centre is the public art gallery for the City of Darebin. The Access Gallery provides artists with a professional gallery space to showcase their skills, traditions and culture, and enables individuals to acquire first-hand experience in planning, developing and mounting their exhibitions.

Located within the Darebin municipality, Bundoora Homestead Art Centre is set amidst heritage gardens and includes a café, excellent disability access, off-street car parking and is close to public transport. Admission to Bundoora Homestead Art Centre is free.

Gallery Hours

Wednesday-Friday 11am-4pm
Saturday-Sunday 12noon-5pm
Closed Monday and Tuesday

Transport

Melways ref: 19 G2
Yarra Trams: route 86, stop 62
Dyson Buses: route 563, stop Mt. Cooper Estate

BUNDOORA HOMESTEAD ART CENTRE OBJECTIVES

- ◆ Promote the value and importance of the visual arts in Darebin by developing and maintaining a diverse program of contemporary visual arts and craft
- ◆ Inspire innovation and excellence in the visual arts through an ongoing program of professional and community exhibitions, events and activities
- ◆ Provide a professional venue for the presentation of contemporary visual arts and public programs
- ◆ Encourage the development of a cultural identity of the City of Darebin through the Access Gallery exhibition program
- ◆ Support and strengthen the capacity of local artists to engage with the Darebin community
- ◆ Plan, develop and manage Bundoora Homestead Art Centre in accordance with Council policies and directions

ACCESS GALLERY HIRE FEES

The Access Gallery is available to hire for a period of three weeks at the cost of \$100 per week. All costs incurred in creating and staging the exhibition will be borne by the exhibitor. \$100 is payable upon confirmation of your successful application to exhibit and the remaining hire fee is payable 4 weeks before the exhibition commences. Payment of hire fee can be made in **cash, by cheque or money order only**. Please ensure cheques or money orders are made payable to Bundoora Homestead Art Centre.



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ACCESS GALLERY HIRE INCLUDES

- ◆ Professional assistance with design, installation and lighting of the exhibition
- ◆ Lockable showcases, plinths, lighting and track hanging if available (refer to facilities and equipment)
- ◆ Design and printing of attribution wall labels, price list and artist statement
- ◆ Administration of artwork sales
- ◆ Staffing of the gallery by Bundoora Homestead Art Centre personnel
- ◆ Inclusion in Bundoora Homestead Art Centre's marketing materials and social media networks

EXHIBITOR RESPONSIBILITIES

- ◆ Actualise the exhibition proposed and selected for inclusion in the Access Gallery program
- ◆ Pay the deposit (\$100) on receipt of confirmation of successful application to exhibit and the remaining gallery hire fee (\$200) four weeks in advance of the start of the exhibition
- ◆ Provide a short biographical statement, artist statement, price list and information for attribution wall labels two weeks prior to the exhibition
- ◆ Provide a current valuation for each artwork for insurance purposes. This document will be used as a price list for sale of artworks, if works are not for sale, mark NFS but still include value for insurance
- ◆ Provide a selection of high resolution digital images of a professional standard for reproduction and promotional purposes
- ◆ Deliver and collect artworks from Bundoora Homestead Art Centre (all costs to be met by exhibitor)
- ◆ Assist with the installation and de-installation of the exhibition
- ◆ Cover all costs and organisation of food and beverages associated with the official opening

EXHIBITION OPENING

Exhibition openings are optional. The first Saturday afternoon of the exhibition period from 2pm-4pm is generally the most popular time for openings. Openings are limited in size to no more than 50 people. Production and distribution of the invitation including RSVPs is the responsibility of the exhibitor. Catering is also the responsibility of the exhibitor who will supply food, beverages, crockery, napery and glasses. The gallery can provide trestle tables, chairs, bin and a hot water urn. Due to licensing requirements, alcohol may not be sold at openings but may be served to guests over the age of eighteen. The exhibitor must ensure that the gallery is left in a clean and tidy state at the end of the opening.

MARKETING

- ◆ Inclusion of the exhibition in Bundoora Homestead Art Centre's annual printed exhibition and events programme
- ◆ Inclusion of the exhibition on Bundoora Homestead Art Centre's website, Facebook and Twitter
- ◆ Inclusion of the exhibition on Darebin Council's website and in newsletters
- ◆ Free public listings in a variety of media (e.g. websites, radio, newspapers)



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ACKNOWLEDGEMENT REQUIREMENTS

As the Access Gallery is operated and funded by Darebin City Council, successful applicants are advised that all publicity material must acknowledge the City of Darebin (official logos can be supplied upon request).

ARTWORKS

The standard maximum number of works to be included in the exhibition is 30 (size and content dependent). The works must be delivered to the gallery appropriately identified, paintings must be dry, 'ready to hang' and with all supporting accessories and other aids necessary for the proper display of the work provided by the exhibitor.

INSTALLATION/DE-INSTALLATION

The installation of the exhibition occurs at 9.30am on the first Tuesday of the exhibition period. It is the exhibitor's responsibility to deliver all artworks to Bundoora Homestead Art Centre at this time in person or by courier. Bundoora Homestead Art Centre must be contacted at least four weeks prior to the start of the exhibition to confirm delivery details. Exhibitions are scheduled to finish on the last Sunday of the exhibition period. Exhibitors must collect all works between 4pm-5pm on the last day of the exhibition or at 9.30am the following Tuesday as agreed with Bundoora Homestead Art Centre. Timelines for installation and de-installation must be strictly adhered to and there is no provision for storage of artworks under any circumstances.

EXHIBITION SALES

Bundoora Homestead Art Centre is a public art gallery; no commission is taken on works sold and all proceeds go directly to exhibitors.

Gallery staff will administer sales on behalf of exhibitors. Bundoora Homestead Art Centre operates on a cash or cheque basis only. Credit card and eftpos facilities are **not** available to accommodate exhibition sales. The gallery will accept deposits and/or full payment for artworks which will be paid directly to the exhibitor at the conclusion of the exhibition. Please note that arrangements for the collection, distribution and balance of payment of sold artworks are the sole responsibility of the exhibitor, and must take place outside of gallery premises after the exhibition concludes.

SECURITY

The Access Gallery is located within Bundoora Homestead Art Centre which is incorporated into the Darebin City Council security system. The gallery maintains an intruder detection scheme, closed circuit television monitoring, and a roving gallery staff presence.

INSURANCE

Insurance is provided for artworks for the duration of the exhibition by Bundoora Homestead Art Centre. A current valuation of each work included in the exhibition is required for insurance purposes. It is the responsibility of the exhibitor to secure insurance coverage for the transportation of artworks.

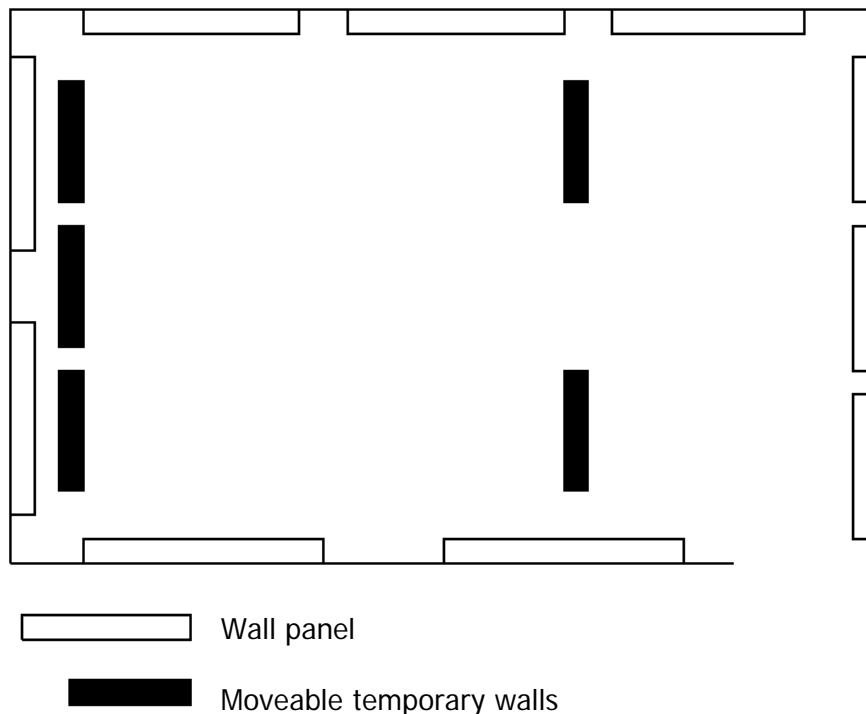


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FACILITIES AND EQUIPMENT

- Floor space: 10.0 x 7.5 m
- Ten panels attached to side walls, each measuring 2.28(h) x 1.79(w) m
 - Works may be pinned, screwed or nailed on panels
 - Each panel is equipped with a hanging rail
- Five temporary, double-sided moveable walls, each measuring 2.77(h) x 1.20(w) m
 - Able to be moved into a variety of configurations within gallery space
 - Unable to remove any from gallery
 - Works may be pinned, screwed or nailed on panels
 - Each panel is equipped with a hanging rail
- Lockable showcases in two sizes
 - Large, upright: 1.80(h) x 0.57(d) x 1.18(w) m
 - Small, horizontal: 1.16(h) x 0.56(d) x 0.24(w) m
 - Usage of these must be pre-approved with Bundoora Homestead Art Centre staff, and may not be available dependent of coinciding gallery program
- Plinths in varying sizes
 - Usage of these must be pre-approved with Bundoora Homestead Art Centre staff, and may not be available dependent of coinciding gallery program
- Track lighting



*Drawing is not to scale



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GRANTS

Darebin City Council operates the Darebin Community Grants Programme to support community building initiatives. Applications for Darebin Community Development Grants are separate to applications for exhibitions at the Access Gallery and the success of one does not confirm or assume the success of the other. For further information regarding the Darebin Community Grants Programme visit www.darebin.vic.gov.au or telephone: 8470 8504, multilingual line: 8470 8470.

EXHIBITION SELECTION PROCESS

Bundoora Homestead Art Centre conducts an annual call for expressions of interest from artists or organisations that wish to hire the Access Gallery. The exhibition program is established a year in advance and priority is given to:

- ◆ Proposals that promote innovation, diversity and excellence in visual arts practice
- ◆ Proposals which are conceptually sound
- ◆ Exhibitions presenting a coherent body of work
- ◆ Work that is professionally presented and demonstrates a high level of technical competency
- ◆ Individuals and groups located in the City of Darebin

Exhibition proposals will be assessed by a panel comprising the Gallery Curator and representatives of Bundoora Homestead Art Centre's Board of Management.

Applications close on Friday 30 August, 2012. All applicants will receive notification of receipt of application and will be advised, in writing, regarding the outcome of their submission by Friday 28 September, 2012. Applications must be submitted on the official application form and posted or hand delivered to Bundoora Homestead Art Centre. Faxed or emailed applications will not be accepted.

Forward proposals to:

Curator

Access Gallery

Bundoora Homestead Art Centre

7-27 Snake Gully Drive

Bundoora 3083